



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, January 27, 2026

- I. CALL TO ORDER** January 27, 2026 at 6:30 p.m.
Boardroom, A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LXII**
Minutes of the Regular Board Meeting of December 16, 2025, No. 9
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
 - A. Action Exhibits
 - 17321 Budget Transfers
 - 17322 Certificate of Final Completion and Authorization of Final Payment for Window Replacements Phase 1 Project
 - 17323 Certificate of Final Completion and Authorization of Final Payment for the Residential HVAC Lab Renovation Building T Project
 - 17324 Purchase of Used 2024 Ford F-150 Lightning
 - 17325 Agreement with Sign Language Interpreters Inc.
 - 17326 Agreement with Otter.AI
 - 17327 Hamilton Medical - Purchase of the Hamilton-G5 Ventilator Package

- 17328 2026 College for Kids Camp for School District 97
- 17329 Increase in Contractual Tuition for Courses Offered for IUOE Local 399
Educational Training Fund
- 17330 Anthology Blackboard Application Renewal

B. Purchasing Schedules

C. Bills and Invoices

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

E. Human Resources Report

*Administrator Contract

Brandie Windham, Dean of Early College Programs

XIV. COMMUNICATIONS – INFORMATION

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

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Vice Chairwoman Viverito called the regular meeting of the Board of Trustees to order in the Boardroom at 6:32 p.m. The following roll call was taken.

Present: Mr. Luke Casson, Mr. Tracy Jennings, Mr. Glover Johnson, Mrs. Elizabeth Potter, Mr. Rich Regan, Ms. Diane Viverito.

Absent: Mr. Jarrell David, Mr. Mark Stephens.

Ms. Viverito noted that Chairman Stephens was unavailable as he was attending a Christmas performance by one of his grandchildren.

APPROVAL OF BOARD MINUTES

Mr. Johnson made a motion, seconded by Mr. Casson, to approve the minutes of the Board Audit Committee of November 18, 2025. Voice vote carried the motion unanimously.

Mrs. Potter made a motion, seconded by Mr. Jennings, to approve the minutes of the Regular Board Meeting of November 18, 2025. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Leslie Wester shared that Triton College received a spotlight on WGN News last week. She also noted that grades are due tomorrow, with most already entered, and faculty are looking forward to a well-deserved break. Additionally, although unable to attend in person, Adjunct Faculty President Bill Justiz wishes everyone a very Merry Christmas.

Mid-Management Association President Dorota Krzykowska reported that negotiations with the administration to ratify the contract, which expires June 30, 2026, have concluded with an agreement. The union voted on the agreement on December 9, 2025, and it passed.

Ms. Krzykowska expressed hope for unanimous Board approval and noted that the last union vote on an agreement also took place on December 9. She concluded by wishing everyone happy holidays.

STUDENT SENATE REPORT

TCSA President Dmytriy Havrylyak reported that, as students complete their finals, all student clubs are wrapping up their activities and taking a well-deserved break. He extended warm wishes to all attendees for a very Merry Christmas and a Happy New Year.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met on December 3, 2025, and unanimously approved items related to academic and student affairs.

Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on December 3, 2025, and reviewed twelve new business items that were unanimously approved and sent to the Board with a recommendation for approval. No purchasing schedules were presented to the committee.

ADMINISTRATIVE REPORT

None.

PRESIDENT'S REPORT

President Mary-Rita Moore noted that the semester is coming to a close and the campus community is wrapping up end-of-term activities. She wished safe travels to those travelling over the Christmas holiday and thanked everyone for their continued work and dedication. Ms. Viverito commended John Lambrecht, AVP of Facilities, for the beautifully decorated campus, with special recognition of the nutcrackers.

CHAIRMAN'S REPORT

None.

NEW BUSINESS

ACTION EXHIBITS

A. Board Policy – Second Reading

3519, 3519.1, 3519.6 Campus Safety Board Policy Updates

Mrs. Potter made a motion, seconded by Mr. Johnson, to enact the Board Policy changes.

B. Action Exhibits

17307 2025 Tax Levy

Mr. Casson made a motion, seconded by Mr. Jennings, to approve the 2025 Tax Levy.

Roll Call Vote:

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

Absent: Mr. David, Mr. Stephens.

Motion carried 6-0.

17308 Resolution Abating Taxes Levied for Debt Service on Series 2020A, Series 2020B, and Series 2020C Bonds

Mrs. Potter made a motion, seconded by Mr. Jennings, to approve the Resolution Abating Taxes Levied for Debt Service on Series 2020A, Series 2020B, and Series 2020C Bonds.'

Roll Call Vote:

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

Absent: Mr. David, Mr. Stephens.

Motion carried 6-0.

The following action exhibits were taken as a group.

17309 Certification of Compliance with Truth in Taxation Act

17310 Budget Transfers

**17311 Certificate of Final Completion and Authorization of Final Payment for the Roof
Guard Systems Phase 2 Project**

17312 Global Equipment Co, Inc. Vendor Limit Increase

17313 Ferguson Enterprises, LLC Vendor Limit Increase

17314 Westworx Ltd. Vendor Limit Increase

**17315 Authorization for Release and Sale of College Property through the Obenauf Online
Auction Site**

17316 2026 Employee Health Insurance Co-Premiums

17317 Disposal of Obsolete Computer Equipment

17318 Student Community Employment Experience with Westchester Food Pantry

17319 College Curriculum Committee Recommendations

17320 Ratification of Mid-Management Negotiated Agreement 2026-2031

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

BILLS AND INVOICES

Mr. Jennings made a motion, seconded by Mr. Johnson, to pay the Bills and Invoices in the amount of \$1,549,974.87.

Roll Call Vote:

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

Absent: Mr. David, Mr. Stephens.

Motion carried 6-0.

HUMAN RESOURCES REPORT

1.0 Faculty

Mr. Jennings made a motion, seconded by Mrs. Potter to approve page 1 of the Human Resources Report, item 1.1.01 through 1.3.02. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Mr. Regan made a motion, seconded by Mr. Johnson, to approve page 2 of the Human Resources Report, items 2.1.01 through 2.6. Voice vote carried the motion unanimously.

3.0 Administration

Mr. Jennings made a motion, seconded by Mr. Johnson to approve page 3 of the Human Resources Report, items 3.1.01 through 3.2.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Mr. Johnson made a motion, seconded by Mrs. Potter, to approve pages 4-5 of the Human Resources Report, items 4.1.01 through 4.8.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Mr. Jennings made a motion, seconded by Mr. Casson to approve pages 6-7 of the Human Resources Report, items 5.1.01 through 5.9.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Mr. Johnson made a motion, seconded by Mr. Casson to approve pages 8-10 of the Human Resources Report, items 6.1.01 through 6.3.01. Voice vote carried the motion unanimously.

7.0 Other

Mr. Jennings made a motion, seconded by Mr. Casson, to approve pages 11-13 of the Human Resources Report, items 7.1.01 through 7.13.01. Voice vote carried the motion unanimously.

ADJOURNMENT

With no further business before the Board, Ms. Viverito extended holiday greetings and well wishes to all in attendance for any celebrations they may observe. Motion was made by Mr. Johnson to adjourn the Regular Meeting of the Board, seconded by Mr. Jennings. Voice vote carried the motion unanimously. Vice Chairwoman Viverito adjourned the meeting at 6:47 p.m.

Submitted by: Diane Viverito
Board Chair Pro Tem

Tracy Jennings
Board Secretary

Margaret Kluza
Margaret Kluza, Recording Secretary

TRITON COLLEGE, District 504
Board of Trustees

Meeting of January 27, 2026

ACTION EXHIBIT NO. 17321

SUBJECT: BUDGET TRANSFERS

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

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

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes ☐ No ☒

**PROPOSED BUDGET TRANSFERS - FY 2026
FOR THE PERIOD 12/1/25 to12/31/25**

FROM		
ID#	AREA	ACCT #
EDUCATION FUND		
1	Art: Instructional Supplies	01-10100505-540100210
2	Science: PD Travel In-State	01-10101565-550200010
3	Comp Info Sys: PD Travel In-State	01-10200530-550200010
4	Engineering Tech: Maint. Services	01-10300530-530400010
5	Respiratory Care: Maint. Services	01-10401052-530400010
6	VP Student Affairs: Other Materials	01-80100510-540900505
7	AVP Academic Innov: Inst. Equip.>5k	01-80100515-580600005
8	AVP Academic Innov: Inst. Equip.>5k	01-80100515-580600005
9	Marketing: Other Contractual Services	01-80300520-530900010
10	General Inst: Staff/Family Tuition Wav	01-80300525-520700005
11	Information Systems: Office Equip >5k	01-80800510-580500005
12	Information Systems: Office Equip >5k	01-80800510-580500005
13	Information Systems: Office Equip >5k	01-80800510-580500005

TO		
AREA	ACCT #	AMOUNT
Art: Other Contractual Services	01-10100505-530900010	179.00
Science: PD Publications & Dues	01-10101565-540600010	1,000.00
Comp Info Sys: PD Publications & Dues	01-10200530-540600010	1,100.00
Engineering Tech: Other Materials	01-10300530-540900505	1,500.00
Respiratory Care: Clinical Mileage Reim	01-10401052-550200015	301.00
VP Student Affairs: Other Contractual	01-80100510-530900010	5,400.00
Auto Technology: Instructional Supplies	01-10300515-540100210	12,761.00
Auto Technology: Instructional Supplies	01-10300515-540100210	7,500.00
Marketing: Computer Software	01-80300520-540400005	2,009.00
Information Systems: Soft. Supp. & Mair	01-80800510-530400030	105,000.00
Information Systems: Soft. Supp. & Mair	01-80800510-530400030	49,000.00
Information Systems: Other Contractual	01-80800510-530900010	10,000.00
Information Systems: Meeting Expense	01-80800510-550100005	500.00

TOTAL EDUCATION FUND **\$ 196,250.00**

FROM		
ID#	AREA	ACCT #
MAINTENANCE FUND		
14	Ground Maintenance: Equipme >5k	02-70300510-580700005
15	Construction: Building Remod. >50k	02-70900501-580400005

TO		
AREA	ACCT #	AMOUNT
Ground Maintenance: Leased Software	02-70300510-560600010	9,200.00
Contruction: Other Contractual Services	02-70900501-530900010	30,000.00

TOTAL MAINTENANCE FUND **\$ 39,200.00**

FROM		
ID#	AREA	ACCT #
MAINTENANCE (RESTRICTED) FUND		
16	LS FY19 CSU PH3: Other Contractual	03-70301019-530900010

TO		
AREA	ACCT #	AMOUNT
LS FY19 CSU PH3: Comp. Equip <5k	03-70301019-540901005	300,000.00

TOTAL MAINTENANCE (RESTRICTED) FUND **\$ 300,000.00**

**PROPOSED BUDGET TRANSFERS - FY 2026
FOR THE PERIOD 12/1/25 to12/31/25**

AUXILIARY FUND

17	Child Dev. Center: Meeting Expense	05-60300510-550100005	Child Dev. Center: Publications & Dues	05-60300510-540600005	301.00
18	Child Dev. Center:Travel In-State	05-60300510-550200005	Child Dev. Center: Publications & Dues	05-60300510-540600005	150.00
TOTAL AUXILIARY FUND					\$ 451.00

FROM		
ID#	AREA	ACCT #

RESTRICTED FUND

19	ICCB IBT Cosmetology: Inst. Supplies	06-10405017-540100210
20	ICCB Mental Health: Other Contractual	06-30305025-530900010
21	ICCB Mental Health:Grants/Scholarship	06-30305025-590200000

TO		
AREA	ACCT #	AMOUNT

ICCB IBT Cosmetology: FT Faculty	06-10405017-510300005	21,174.60
ICCB Mental Health: Other Materials	06-30305025-540900505	12,700.00
ICCB Mental Health: Meeting Expense	06-30305025-550100005	5,000.00
TOTAL RESTRICTED FUND		\$ 38,874.60

TOTAL PROPOSED TRANSFERS		\$ 574,775.60
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Budget Transfer Form

Dollar Amount	<u>\$179.00</u>	
		Object Code Description
From what Budget Account	<u>01</u> - <u>10100505</u> - <u>540100210</u>	<u>Supplies</u>
To what Budget Account	<u>01</u> - <u>10100505</u> - <u>530900010</u>	<u>Other Contractual</u>
<p>Is this a Grant? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> *If you are submitting a grant transfer, the following statement must appear in the Rationale:</p> <p>"This is an allowable transfer under the (name of grant) guidelines"</p>		
Grant Accountant?		Include Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Rationale:

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

Fewer supplies needed subsequent to cancellation of two ART118 sections fall semester 2025

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

Increase budget line to \$450 for stipends to be paid to judges for High School Art Competition

Required Signatures

Requestor

Signed by: Dennis McNamara 11/25/2025
41E8FE042760418

Cost Center Manager

Signed by: Dennis McNamara 11/25/2025
41E8FE042760418

Associate Dean (if Applicable)

Signed by: _____ 12/3/2025

Dean (if Applicable)

Signed by: Jeanette Bartley 12/9/2025
68C7254A931241F

Associate Vice President

Signed by: Paul Jensen 12/11/2025
815C006B819740E

Area Vice President

Signed by: Susan Campos 12/11/2025
87D6745E0B48449

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 12/11/25

Entered by: B38453 12/11/25

Budget Transfer Form

Dollar Amount

\$1000.00

From what Budget Account

01 - 10101565 - 550200010

Object Code Description

Science: Prof Dev-Travel-In State

To what Budget Account

01 - 10101565 - 540600010

Science: Prof Dev-Publications & Dues

Is this a Grant?

Yes ☐ No ☒

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Some faculty are opting for virtual conferences and subscriptions instead of travel for their professional development.

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

Funds are needed to cover the cost of professional memberships and subscriptions.

Required Signatures

Requestor

Signed by:

Jennifer Dasidas

12/10/2025

9010P28000000421

Signed by:

Sheldon Turner

12/10/2025

8C0E9B4SD40A4BF

Cost Center Manager

Associate Dean (If Applicable)

Signed by:

Jeanette Bartley

12/10/2025

BEC7250A317247F

Signed by:

Paul Jensen

12/10/2025

B15C0000B1974DE

Signed by:

Susan Campos

12/10/2025

8708745E0BA0448

Dean (If Applicable)

Associate Vice President

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

B 8454 B 12/11/25

Budget Transfer Form

Dollar Amount	<u>\$1,100.00</u>		Object Code Description
From what Budget Account	01 - 10200530 - 550200010	Computer Information Systems: Prof Dev-Travel-In State	
To what Budget Account	01 - 10200530 - 540600010	Computer Information Systems: Prof Dev-Publications & Due:	
Is this a Grant? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"		
Grant Accountant?	Include Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Rationale:

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

Contractual funds for faculty professional development are deposited into a single account for each department, to be distributed to other allowable lines as necessary to cover approved activities.

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

No out-of-state travel planned for FTF PD but expenses will be incurred in publications and dues, and meeting expenses.

Required Signatures**Requestor**

Signed by:

Flavia Bruscato

12/11/2025

DOB: 08/08/1945

Cost Center Manager

Signed by:

David Anderson

12/18/2025

DOB: 08/08/1945

Associate Dean (If Applicable)

Signed by:

Justyna Koltz

12/18/2025

DOB: 07/11/1974

Dean (If Applicable)

Signed by:

Paul Jensen

12/19/2025

DOB: 08/08/1974

Associate Vice President

Signed by:

Susan Marie Campos

12/19/2025

DOB: 03/11/1974

Area Vice President**BUSINESS OFFICE APPROVALS****Grant Accountant:** _____**Asst. Director of Finance** _____**Exec. Director of Finance:** _____**Exec. Dir. of Bus. Operations:** _____**VP of Business Services:** _____Entered by: B 8463 73 12/23/25

Budget Transfer Form

Dollar Amount

\$1,500

Object Code Description

From what Budget Account

01 - 10300530 - 530400010

Engineering Technology: Maintenance Services

To what Budget Account

01 - 10300530 - 540900505

Engineering Technology: Other Materials & Supplies

Is this a Grant?

Yes () No (X)

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

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

The remaining balance in this account will be sufficient to cover routine maintenance needs for the ENT department through the end of the fiscal year.

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

The additional funds will be used to renew the PLC software license for the ENT Department, which expires on December 15, 2025. This renewal is essential to ensure uninterrupted access to the software required for instruction, lab activities, and program continuity. Maintaining an active license supports student learning, allows faculty to deliver course content effectively, and ensures that the department remains aligned with industry standards.

Required Signatures

Requestor

Signed by:

Flavia Bruscati

12/5/2025

DocuSigned by:

DocuSigned by:

Cost Center Manager

DocuSigned by:

DocuSigned by:

12/6/2025

Associate Dean (If Applicable)

DocuSigned by:

DocuSigned by:

12/6/2025

Dean (If Applicable)

Signed by:

Paul Jensen

12/6/2025

Associate Vice President

DocuSigned by:

DocuSigned by:

12/7/2025

Area Vice President

DocuSigned by:

DocuSigned by:

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

138447 12/11/25

Budget Transfer Form

Dollar Amount

\$301.00

Object Code Description

From what Budget Account

01 - 10401052 - 530400010

Maintenance Service

To what Budget Account

01 - 10401052 - 550200015

Travel-In State Mileage Reimb-Clinical

Is this a Grant?

Yes ☐ No ☒

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

The maintenance service line has no remaining expenses for this fiscal year, leaving an unneeded balance that can be released and transferred.

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

The in-state travel budget for Respiratory Care is fully exhausted and cannot cover required clinical mileage for spring and summer. Faculty must travel to multiple clinical sites for accreditation and student oversight, and projected expenses far exceed the remaining budget.

Required Signatures

Requestor

Signed by:

Linda Martinez

12/3/2025

Signed by:

Cost Center Manager

Peter Jaswik

12/3/2025

Signed by:

Associate Dean (If Applicable)

Ty Perkins

12/16/2025

Signed by:

Dean (If Applicable)

Susan Campos

12/16/2025

Signed by:

Associate Vice President

Paul Jensen

12/17/2025

Signed by:

Area Vice President

Susan Campos

12/18/2025

Signed by:

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: _____

Entered by: BS459

12-23-25

Budget Transfer FormDollar Amount \$5400**Object Code Description**From what Budget Account 01 - 80100510 - 540900505Other Materials and SuppliesTo what Budget Account 01 - 80100510 - 530900010Other ContractualsIs this a Grant?
Yes ☐ No ☒*If you are submitting a grant transfer, the following statement must appear in the Rationale:
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

After the proposed transfer, there will be sufficient funds in the Other Materials and Supplies general ledger account for supply-related purchases for the remainder of this fiscal year.

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

Additional funds are needed in the receiving account to cover a partial payment of the Sign Language Interpreting Invoice. This expense exceeds the current available balance, requiring a transfer to ensure timely payment and continued support of required interpreting services.

Required Signatures**Requestor**Signed by: Tatiana Castañeda 12/3/2025**Cost Center Manager**Signed by: Jodi C Koslow Martin 12/3/2025**Associate Dean (If Applicable)****Dean (If Applicable)****Associate Vice President**Signed by: Paul Jensen 12/3/2025**Area Vice President**Signed by: Susan M. Campos 12/4/2025**BUSINESS OFFICE APPROVALS**

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: 12/5/25Entered by: B8441-73 12-5-25

Budget Transfer Form

Dollar Amount

\$12,761.00

From what Budget Account

01 - 80100515 - 580600005

Object Code Description

AVP Academic Innovations: Equipment - Instructional >5k

To what Budget Account

01 - 10300515 - 540100210

Auto Technology: Instructional Supplies

Is this a Grant?

Yes ☐ No ☒

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

This account is expected to have sufficient funds to cover any needs for the remainder of the fiscal year. Since no additional major equipment expenses are anticipated at this time, a portion of the available funds can be transferred to support higher-priority needs in the receiving account.

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

Additional funds are needed in the AUT account because the original budget has already been fully encumbered. As a result, there are no funds available to cover the planned GM instructional equipment purchases and upgrades. Transferring additional funds into the AUT account will allow these instructional upgrades to be completed as planned and ensure the program can continue operating smoothly for the remainder of the fiscal year.

Required Signatures

Requestor

Signed by:

Flavia Bruscati

12/3/2025

Signed by:

Todd McLeewicz

12/3/2025

Cost Center Manager

Signed by:

Justyna Kohly

12/3/2025

Associate Dean (If Applicable)

Signed by:

Paul Jensen

12/3/2025

Dean (If Applicable)

Signed by:

Susan Marie Campos

12/4/2025

Associate Vice President

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: _____

Entered by: B9440 JB

12/3/25

Budget Transfer Form

Dollar Amount

\$7,500

Object Code Description

From what Budget Account

01 - 80100515 - 580600005

AVP Academic Innovations: Equipment - Instructional >5H

To what Budget Account

01 - 10300515 - 540100210

Auto Technology: Instructional Supplies

Is this a Grant?
Yes ☐ No ☒

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

Grant Accountant?

Include Attachments: Yes ☐ No ☒

Rationale:

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

This account is expected to have sufficient funds to cover any needs for the remainder of the fiscal year. Since no additional major equipment expenses are anticipated at this time, a portion of the available funds can be transferred to support higher-priority needs in the receiving account

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

Additional funds are needed in the AUT account because the original budget has already been fully encumbered. As a result, there are no funds available to cover the planned HONDA PACT instructional equipment purchases and upgrades. Transferring additional funds into the AUT account will allow these instructional upgrades to be completed as planned and ensure the program can continue operating smoothly for the remainder of the fiscal year

Required Signatures

Requestor

Signed by: Flavia Bruscato 12/4/2025
D0806F00B18453...

Cost Center Manager

Signed by: Mohsin Habeeb 12/4/2025
310A7E97CAB0743A...

Associate Dean (If Applicable)

Signed by: Justyna Koltz 12/4/2025
2BEPF71AE102451...

Dean (If Applicable)

Signed by: _____ 12/4/2025

Associate Vice President

Signed by: Paul Jensen 12/4/2025
815C000BB1874DE...

Area Vice President

Signed by: Susan Marie Campos 12/4/2025
FC3A451F8841405...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 12/5/25

Entered by: B8451 JB 12/11/25

Budget Transfer Form

Dollar Amount	<u>\$2,009.00</u>			Object Code Description
From what Budget Account	01	80300520	530900010	other Contractual Services
To what Budget Account	01	80300520	540400005	Computer Software

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

Grant Accountant? Include Attachments: Yes ☐ No ☒

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

Funds are needed to be placed in the correct GL account in order to purchase the software renewal for the marketing department. Funds were placed in the other contractual services GL account and should have been budgeted in the computer software account.

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

The marketing department needs to renew our software platform and by placing the funds in the correct GL account, we will be able to make the purchase for this fiscal year.

Required Signatures

Requestor	Signed by: <u>Renee Swanberg</u>	12/18/2025
Cost Center Manager	Signed by: <u>Sam Tolia</u>	12/18/2025
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	Signed by: <u>Colleen Rockafellow</u>	12/18/2025
Area Vice President	Signed by: <u>Sean Sullivan</u>	12/19/2025

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: NR

Exec. Dir. of Bus. Operations: CR

VP of Business Services: SS ^{CNE} 12/23/25

Entered by: B046273 12/23/25

Budget Transfer Form

Dollar Amount

\$105,000

Object Code Description

From what Budget Account

01 - 80600525 - 520700005

General Institutional: Staff Family Tuition Waivers

To what Budget Account

01 - 80800510 - 530400030

Information Systems: Software Supp. & Maint.

Is this a Grant?

Yes ☐ No ☒

***If you are submitting a grant transfer, the following statement must appear in the Rationale:**

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒

Rationale:

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

Funds are needed to support the new license for curriculum software. The funds originally allocated for tuition waivers are available in employee benefits account. Sufficient funds are available to support anticipated tuition waiver requests for this fiscal year.

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

The college is implementing a new software for curriculum and these additional funds that were budgeted as waivers can be used to support the curriculum software needed for academics.

Required Signatures

Requestor

Signed by: Tim Bagby 11/21/2025
B4E968C04C5F452

Cost Center Manager

Signed by: Colleen Rockafellow 11/21/2025
B57C58A4F3454E1

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Signed by: Colleen Rockafellow 11/21/2025
B57C58A4F3454E1

Area Vice President

Signed by: Sean Sullivan 11/25/2025
B42220251EC7A41

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: VR

Exec. Dir. of Bus. Operations: CR

VP of Business Services: 11/26/25

Entered by: B8430 23 11/26/25

Budget Transfer Form

Dollar Amount	\$49,000	
From what Budget Account	01 - 80800510 - 580500005	Object Code Description Equipment - Office >5K
To what Budget Account	01 - 80800510 - 530400030	Software Support & Maintenance
Is this a Grant? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> *If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"		
Grant Accountant?		Include Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Rationale:

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

Due to encumbrances we are transferring funds from Equipment-Office >5K to Software Support & Maintenance to cover software costs. We will be reducing technology hardware purchases this year to ensure we have sufficient funds to cover contractual obligations, and additional software purchases to support ADA compliance needs.

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

Due to encumbrances we are transferring funds from Equipment-Office >5K to Software Support & Maintenance to cover software costs. We will be reducing technology hardware purchases this year to ensure we have sufficient funds to cover contractual obligations, and additional software purchases to support ADA compliance needs.

Required Signatures

Requestor	Signed by: <u>Sarah Gydas</u> <small>81A045007E7417...</small>	12/8/2025
Cost Center Manager	Signed by: <u>Michael Garrity</u> <small>FBAAB9F3D8CA99...</small>	12/8/2025
Associate Dean (if Applicable)	_____	
Dean (if Applicable)	_____	
Associate Vice President	Signed by: <u>Colleen Rockafellow</u> <small>857C58A0F345E1...</small>	12/9/2025
Area Vice President	Signed by: <u>Sean Sullivan</u> <small>642220251EC74A1...</small>	12/9/2025

BUSINESS OFFICE APPROVALS

Grant Accountant:	_____	
Asst. Director of Finance	_____	
Exec. Director of Finance:	_____ <i>MS</i>	
Exec. Dir. of Bus. Operations:	_____ <i>CR</i>	Entered by: <u>138443-73</u> 12/10/25
VP of Business Services:	_____ <i>12/10/25</i>	

Budget Transfer Form

Dollar Amount

\$10000

From what Budget Account

01 80800510 580500005

Object Code Description

Equipment - Office >5K

To what Budget Account

01 80800510 530900010

Other Contractual Services

Is this a Grant?

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

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Due to encumbrances, we are transferring funds from Equipment-Office >5K to Other Contractual Services to cover the costs of necessary services. We will be reducing technology hardware purchases this year to ensure we have sufficient funds to cover our annual renewal of Milestone licensing which renews at the start of the calendar year.

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

Due to encumbrances, we are transferring funds from Equipment-Office >5K to Other Contractual Services to cover the costs of necessary services. We will be reducing technology hardware purchases this year to ensure we have sufficient funds to cover our annual renewal of Milestone licensing which renews at the start of the calendar year.

Required Signatures**Requestor**Signed by: Sarah Goydas 12/8/2025
E1A0450807E7417...**Cost Center Manager**Signed by: Michael Garrity 12/8/2025
FBAAB8F3D6CA190...**Associate Dean (If Applicable)****Dean (If Applicable)****Associate Vice President**Signed by: Colleen Rockafellow 12/9/2025
857C58A9F3454E1...**Area Vice President**Signed by: Sean Sullivan 12/9/2025
842220251EC74A1...**BUSINESS OFFICE APPROVALS**

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

CR

Entered by: B8444 12/10/25

VP of Business Services:

12/15/25

Budget Transfer Form

Dollar Amount

\$500

Object Code Description

From what Budget Account

01 - 80800510 - 580500005

Equipment - Office >5K

To what Budget Account

01 - 80800510 - 550100005

Meeting Expense

Is this a Grant?

Yes ☐ No ☒

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Due to encumbrances, we are transferring funds from Equipment-Office >5K to Meeting Expense to pay for Jo Perez's Ellucian Conference registration fee. We will be reducing technology hardware purchases this year to ensure we have sufficient funds for planned conference attendance.

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

Due to encumbrances, we are transferring funds from Equipment-Office >5K to Meeting Expense to pay for Jo Perez's Ellucian Conference registration fee. We will be reducing technology hardware purchases this year to ensure we have sufficient funds for planned conference attendance.

Required Signatures

Requestor

Signed by:

Sarah Gydas

12/8/2025

E1A04509B7E7417...

Cost Center Manager

Signed by:

Michael Garity

12/8/2025

FBA2B9F3D8CA490...

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Signed by:

Colleen Rockafellow

12/9/2025

B57C80AF3454E1...

Area Vice President

Signed by:

Sean Sullivan

12/9/2025

8A2220251EC74A1...

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

B8445 12/10/25

Budget Transfer Form

Dollar Amount

\$9200

From what Budget Account

02 - 70300510 - 580700005

Object Code Description

Service Equipment >\$5K

To what Budget Account

02 - 70300510 - 560600010

Leased Software

Is this a Grant?

Yes ☐ No ☒

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Funds were meant for Golf Cart Purchase. We will forgo the golf cart purchases in order to make funds available to cover funding cuts due to encumbrances.

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

Funds are needed to cover funding loss due to encumbrances for leased software subscriptions required for the department (examples: Blue Print Cloud, Time Clock System, Cernan Solar Power Displays, Safety Data Sheet Management, etc.)

Required Signatures

Requestor

DocuSigned by:

John Lambrecht

12/11/2025

-DA7D4A6978E04E6...

DocuSigned by:

John Lambrecht

12/11/2025

-DA7D4A6978E04E6...

Cost Center Manager

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Signed by:

Colleen Rockefeller

12/11/2025

-857C58A0F3154E1...

Signed by:

Sean Sullivan

12/12/2025

-642220251EC74A1...

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

BB457 73 12-16-25

Budget Transfer Form

Dollar Amount

\$30000

Object Code Description

From what Budget Account

02 - 70900501 - 580400005

Construction - Building Remodeling >50K

To what Budget Account

02 - 70900501 - 530900010

Construction : Other Contractual Services

Is this a Grant?

Yes ☐ No ☒

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒

Rationale:

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

This is movement of funds within capital to the more appropriate sub account.

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

This is movement of funds within capital to the more appropriate sub account.

Required Signatures

Requestor

DocuSigned by:

John Lambrecht

12/8/2025

DAYB4A8070E04E8...

DocuSigned by:

John Lambrecht

12/8/2025

DAYD4A8070E04E8...

Cost Center Manager

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

John Lambrecht

12/8/2025

DAYD4A8070E04E8...

Signed by:

Sean Sullivan

12/9/2025

B42220251EC74A1...

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

B9442-73 12/10/25

Budget Transfer Form

Dollar Amount	<u>\$300,000</u>		Object Code Description
From what Budget Account	03 - 70301019 - 530900010	LS FY19 CSU PH3 : Other Contractual Services	
To what Budget Account	03 - 70301019 - 540901005	LS FY19 CSU PH3 Computer Equipment < \$5K	
Is this a Grant? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"	
Grant Accountant?		Include Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

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

The items being purchased from this account are equipment and need to align the the proper sub account. We are simply moving from contractual services to equipment <5k within the same account.

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

The items being purchased from this account are equipment and need to align the the proper sub account. We are simply moving from contractual services to equipment <5k within the same account.

Required Signatures

Requestor	DocuSigned by: <u>John Lambrecht</u>	11/19/2025
Cost Center Manager	DocuSigned by: <u>John Lambrecht</u>	11/19/2025
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	Signed by: <u>Colleen Rockafellow</u>	11/19/2025
Area Vice President	Signed by: <u>Sean Sullivan</u>	11/20/2025

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: Jan 12/1/25

Entered by: B8432 12/1/25

Budget Transfer Form

Dollar Amount	<u>\$301</u>		Object Code Description
From what Budget Account	05 - 60300510 - 550100005	Conference Meeting Expenses	
To what Budget Account	05 - 60300510 - 540600005	Publications and Dues	
Is this a Grant?	*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"		
Yes () No (X)			
Grant Accountant?	Include Attachments: Yes () No (X)		

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

Funds in the "Conference Meeting Expenses" account are available for transfer due to lower-than-anticipated expenses in that category for the remainder of the fiscal year. \$301 needs to be moved from this line to the Publications and Dues line to go towards the upcoming fees for NAEYC and ProCare.

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

The Publications & Dues line is experiencing a shortfall due to required annual NAEYC and Procare fees. A budget transfer is needed to cover these mandated expenses and ensure the Child Development Center remains in compliance with licensing and accreditation requirements.

Required Signatures**Requestor**

Signed by: Felicia Townsend 12/1/2025
139709C57C1C40B...

Cost Center Manager

Signed by: Misti Sanchez 12/1/2025
88AB90F579384DF...

Associate Dean (If Applicable)

Signed by: _____ 12/2/2025

Dean (If Applicable)

Signed by: Felicia Townsend 12/2/2025
139709C57C1C40B...

Associate Vice President

Signed by: Paul Jensen 12/2/2025
815C808B81974DE...

Area Vice President

Signed by: Susan Campos 12/8/2025
87D8745E08A8449...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CRVP of Business Services: [Signature] 12/8/25Entered by: B8449 JB 12/11/25

Budget Transfer Form

Dollar Amount

\$150

From what Budget Account

05 - 60300510 - 550200005

Object Code Description

Travel in State

To what Budget Account

05 - 60300510 - 540600005

Publications and Dues

Is this a Grant?

Yes ☐ No ☒

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

The Travel In State line has a remaining balance of \$150. These remaining funds are now needed to cover the shortfall in publication and dues.

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

The Publications & Dues line is currently short due to required annual fees related to NAEYC and Procure. Transferring the remaining \$150 from Travel In State will help cover these mandated expenses and ensure the Child Development Center remains in compliance with licensing and accreditation requirements.

Required Signatures**Requestor**

Signed by:

Felicia Townsend

12/1/2025

159709C5701040B...

Cost Center Manager

Signed by:

Misti Sanchez

12/1/2025

9CABB0F5793840F...

Associate Dean (If Applicable)**Dean (If Applicable)**

Signed by:

Felicia Townsend

12/2/2025

159709C5701040B...

Associate Vice President

Signed by:

Paul Jensen

12/2/2025

815C006B81974DE...

Area Vice President

Signed by:

Susan Campos

12/11/2025

87D8745E0B8044B...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: _____

Entered by: B8455 12/11/25

Budget Transfer Form

Dollar Amount \$21,174.60

Object Code Description

From what Budget Account 06 10405017 540100210

ICCB IBT Cosmetology Instructional Supplies

To what Budget Account 06 10405017 510300005

ICCB IBT Cosmetology Full-Time Faculty

Is this a Grant?

Yes ☒ No ☐

***If you are submitting a grant transfer, the following statement must appear in the Rationale:**

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Gianna Colella

Include Attachments: Yes ☐ No ☒

Rationale:

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

We don't have a need for the full use of instructional supplies allocated funds. This is an allowable transfer under the ICCB IBT grant guidelines.

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

The grant fully covers the salary/compensation of Donita Mitchell's teaching and program duties. This is an allowable transfer under the ICCB IBT grant guidelines.

Required Signatures

Requestor

Signed by:

Anthony Riley

11/21/2025

Cost Center Manager

Signed by:

[Signature]

11/21/2025

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Area Vice President

Signed by:

Purna DeVol

11/21/2025

Signed by:

Susan Campos

12/2/2025

BUSINESS OFFICE APPROVALS

Grant Accountant:

gc 12-2-25

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

MR

Exec. Dir. of Bus. Operations:

CR

Entered by: B8433-B 12.3.25

VP of Business Services:

[Signature] 12/3/25

Budget Transfer Form

Dollar Amount

\$12,700

Object Code Description

From what Budget Account

06 - 30305025 - 530900010

ICCB Mental Health Early Action: Other Contractual Services

To what Budget Account

06 - 30305025 - 540900505

ICCB Mental Health Early Action: Other Materials and Supplies

Is this a Grant?

Yes (☒) No (☐)

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Susan Zefeldt

Include Attachments: Yes (☐) No (☒)

Rationale:

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

We are requesting to transfer \$12,700 from the Other Contractual budget line to the Other Materials and Supplies category. These funds are no longer needed under Other Contractual and will be better utilized to support Active Minds and to purchase essential materials for upcoming workshops, events, and activities. This adjustment ensures resources are aligned with current program needs. The \$12,700 transfer is fully allowable within the grant budget and supports our continued efforts to provide meaningful, student-centered programming

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

We are requesting to transfer \$12,700 to the Other Materials and Supplies budget category to support Active Minds and essential items needed for upcoming workshops, events, and activities. This reallocation will ensure we have the appropriate resources to effectively carry out planned programming and meet student needs. The \$12,700 transfer is fully allowable within the grant budget and aligns with the intended purpose of supporting student engagement, well-being, and success. Currently there's only 519.55 which is insufficient to gain supplies needed.

Required Signatures

Requestor

Signed by:

Malina Burks

12/8/2025

Cost Center Manager

Signed by:

Julia Willis

12/8/2025

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Signed by:

Denise Jones

12/8/2025

Area Vice President

Signed by:

Susan Campos

12/8/2025

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

B8452 TB 12/11/25

Budget Transfer Form

Dollar Amount

\$5000

Object Code Description

From what Budget Account

06 - 30305025 - 590200000

ICCB Mental Health Early Action Student Grants&Scholarship

To what Budget Account

06 - 30305025 - 550100005

ICCB Mental Health Early Action: Meeting Expense

Is this a Grant?

Yes ☒ No ☐

*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Susan Zefeldt

Include Attachments: Yes ☐ No ☒**Rationale:****Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

We would like to establish a meeting-expenses budget line for the ICCB Mental Health Early Action grant, as one is not currently included in this account. To do so, we are requesting approval to transfer \$5,000 from the ICCB Mental Health Early Action Student Grant and Scholarships, create this new budget line.

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

These funds are necessary to support required training sessions and related activities. For example, our QPR Suicide Prevention Training will require designated funding, but there is currently no appropriate budget line within the ICCB Mental Health Early Action account. These expenses are allowable under the grant guidelines, and establishing this new budget line will ensure we can allocate and track the funds properly for these initiatives.

Required Signatures

Requestor

Signed by:

Malena Burks

11/24/2025

B384A3FA904940F...

Cost Center Manager

Signed by:

Julia Willis

11/24/2025

4CBAB1D0D0354C9...

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Signed by:

Denise Jones

12/2/2025

1F0302591B4349E...

Area Vice President

Signed by:

[Signature]

12/2/2025

7F70B8A84BAE4FC...

BUSINESS OFFICE APPROVALS

Grant Accountant:

[Signature]

Asst. Director of Finance

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

CR

Entered by: B8439-B 12/4/25

VP of Business Services:

[Signature] 12/4/25

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

Meeting of January 27, 2026

ACTION EXHIBIT NO. 17322

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF
FINAL PAYMENT FOR THE WINDOW REPLACEMENTS PHASE 1
PROJECT**

RECOMMENDATION: That the Board of Trustees approve the Certificate of Final Completion and the Final Payment Application of \$85,005.11 for the Window Replacements Phase 1 Project. The project included window replacements in the C, N, P, and R Buildings, and in the D to E; E to F; and F to G Bridges. The total project cost was \$1,485,000.00.

RATIONALE: Operations and Maintenance has reviewed the Certificate of Final Completion, the Final Waiver of Lien, and recommends the Final Payment Application be paid. The original contract amount was \$1,485,000.00; the final project amount was \$1,485,000.00. The project came in on budget.

Sean Sullivan

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

Board Officers' Signatures Required:

_____ Mark R. Stephens Chairman	_____ Tracy Jennings Secretary	_____ Date
Related forms requiring Board signature: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER Triton College
2000 Fifth Avenue
River Grove, IL 60171

PROJECT: Window Replacement
Phase I
Triton College

APPLICATION NO: 7

Distribution to:

☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐
☐

PERIOD TO: 09/30/25

FROM CONTRACTOR: VIA ARCHITECT: Arcon Associates, Inc.
Edwin Anderson Construction Company 2050 S. Finley Road
102 S. Fairbanks Street Suite 40
Addison, IL 60101 Lombard, IL 60148

PROJECT NOS: 24085

CONTRACT Window Replacement - Phase 1

CONTRACT DATE: 10/02/2024

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 1,485,000.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,485,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,485,000.00
5. RETAINAGE:
a. 0% % of Completed Work \$ 0.00
(Column D + E on G703)
b. 0% % of Stored Material \$ 0.00
(Column F on G703)
Total Retainage (Lines 5a + 5b or
Total in Column I of G703) 0.00
6. TOTAL EARNED LESS RETAINAGE \$ 1,485,000.00
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,399,994.89
8. CURRENT PAYMENT DUE \$ 85,005.11
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

CONTRACTOR:

By:  Date: 09/29/25

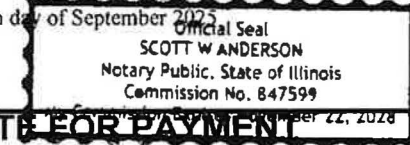
State of: ILLINOIS

County of: COOK

Subscribed and sworn to before me this 29th day of September 2025

Notary Public: 

My Commission expires: 11/22/28



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 85,005.11

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:  Date: October 15, 2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



11/25/25
PO B9223



Certificate of Final Acceptance

Project:

Window Replacements
Campus Wide
Triton College
2000 Fifth Ave.
River Grove, IL 60171

Architect: ARCON Associates, Inc**Contractor:***Edwin Anderson Construction Co.**102 S. Fairbank Street**Addison, Illinois 60171***Contract Date:** 10/16/2024**Date of Issuance:** 10/30/2025**Project or designated portion shall include:** Entire Project – no exceptions.

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

SIGNATURES**Contractor** Edwin Anderson Construction Co. By **Date** 11/17/25**Architect** ARCON Associates, Inc. By 
Gaspare Pitrello**Date** 11-25-25**Owner** Triton College By 
John Lambrecht**Date** 11/25/25**Owner** Triton College By _____
Mark R. Stephens
Board Chairman**Date** _____

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

Meeting of January 27, 2026

ACTION EXHIBIT NO. 17323

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF
FINAL PAYMENT FOR THE RESIDENTIAL HVAC LAB
RENOVATION-BUILDING T PROJECT**

RECOMMENDATION: That the Board of Trustees approve the Certificate of Final
Completion and the Final Payment Application of \$56,877.52 for the Residential HVAC Lab
Renovation-Building T Project. The total project cost was \$1,112,981.35.

RATIONALE: Operations and Maintenance has reviewed the Certificate of Final Completion,
the Final Waiver of Lien, and recommends the Final Payment Application be paid. The original
contract amount was \$1,225,800.00; the final project amount was \$1,112,981.35. The project
came in \$112,818.65 below budget.

Sean Sullivan

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

Board Officers' Signatures Required:

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

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER Triton College
2000 Fifth Avenue
River Grove, IL 60171

PROJECT: Residential HVAC Lab
Reno in Bldg T
Triton College

APPLICATION NO: 7

Distribution to:

☐ OWNER
☐ ARCHITECT
☐ CONTRACTOR
☐
☐

FROM CONTRACTOR:

VIA ARCHITECT: Arcon Associates, Inc.

Edwin Anderson Construction Company
102 S. Fairbanks Street
Addison, IL 60101

2050 S. Finley Road
Suite 40
Lombard, IL 60148

PERIOD TO: 12/31/25

PROJECT NOS: 24141

CONTRACT Residential HVAC Lab Reno in Building T

CONTRACT DATE: 04/07/2025

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,225,800.00
2. Net change by Change Orders	\$	(112,818.65)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	1,112,981.35
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	1,112,981.35
5. RETAINAGE:		
a. 0% % of Completed Work (Column D + E on G703)	\$	0.00
b. 0% % of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		0.00
5. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	1,112,981.35
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	1,056,103.83
3. CURRENT PAYMENT DUE	\$	56,877.52
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	(\$112,818.65)
TOTALS	\$0.00	(\$112,818.65)
NET CHANGES by Change Order	(\$112,818.65)	

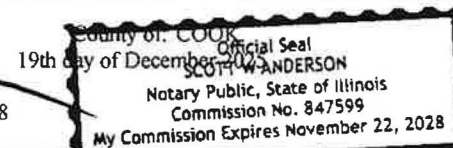
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

[Signature]

By: _____ Date: 12/19/25

State of: ILLINOIS
Subscribed and sworn to before me this 19th day of December, 2025
Notary Public: *[Signature]*
My Commission expires: 11/22/28



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 56,877.52

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

[Signature]

By: _____ Date: 01.09.26

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

[Signature]

1/05/2026
PO B9496

Certificate of Final Acceptance

Project:

Residential HVAC Lab
Building T
Triton College
2000 Fifth Ave.
River Grove, IL 60171

Architect: ARCON Associates, Inc

Contractor:

Edwin Anderson Construction Co.

102 S. Fairbank Street

Addison, Illinois 60171



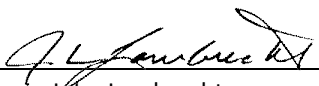
Contract Date: 3/25/2025

Date of Issuance: 12/18/2025

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

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

SIGNATURES

Contractor	Edwin Anderson Construction Co.	By 	Date	<u>12-19-25</u>
Architect	ARCON Associates, Inc.	By  Gaspare Pitrello	Date	<u>01/05/2026</u>
Owner	Triton College	By  John Lambrecht	Date	<u>01/05/2026</u>
Owner	Triton College	By _____ Mark R. Stephens Board Chairman	Date	_____

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

Meeting of January 27, 2026

ACTION EXHIBIT NO. 17324

SUBJECT: PURCHASE OF USED 2024 FORD F-150 LIGHTNING

RECOMMENDATION: That the Board of Trustees authorize the Vice President of Business Services to enter into an agreement with Packey Webb Ford for the purchase of a Used 2024 Ford F-150 Lightning, intended for use in Triton College's electric vehicle program. This acquisition will be financed through the Illinois Community College Board (ICCB) Rev UP EV Charging Grant, utilizing "capital equipment account". The vehicle's purchase price is \$44,568.63.

RATIONALE: The Purchasing Manager or other employee designated by the Vice President of Business Services will execute standard dealership paperwork and oversee vehicle's delivery.

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 ☒



1815 W. OGDEN AVE.
DOWNERS GROVE, IL 60515
Phone (630) 598-4700 Fax (630) 598-4650
VISIT US AT www.packkeywebbford.com



MOTOR VEHICLE CONTRACT OF SALE

Order Date January 05 20 26
Control Number _____
Cell Phone (815) 557-9284
Salesperson Matt Horeni

PURCHASER Triton College

Address 2000 Fifth Ave

Res. Phone _____

City River Grove

State IL

Zip 60171

Driver's Lic. No. _____

State _____

Exp. Date _____

PLEASE ENTER MY ORDER FOR THE FOLLOWING VEHICLE:

☐ NEW ☐ DEMONSTRATOR
☒ USED ☐ CAR ☐ TRUCK

***NOTICE: TO THE NEGOTIATED CASH SALE PRICE OF EACH VEHICLE, NO MORE THAN MAXIMUM ALLOWED BY THE STATE OF ILLINOIS MAY BE ADDED FOR DEALER COST AND OVERHEAD. THE ONLY OTHER ADDITIONAL CHARGES PERMITTED ARE DEALER ADDED OPTIONS, WARRANTY AND SERVICE CONTRACTS, INSURANCE, AND THE ACTUAL COST OF LICENSE AND TITLE REGISTRATION AND TAXES.**

YEAR 2024	MAKE Ford	MODEL F-150 Lightning	BODY TYPE XLT 4WD SuperC
COLOR (Exterior) Black	COLOR (Interior) BLACK	SERIES XLT	STOCK NUMBER 000P7447

V.I.N.
1FTVW3LK6RWG19148

DATE OF BIRTH _____

DATE OF BIRTH _____

MILES **11089**

I UNDERSTAND THAT THIS CAR IS SOLD AS IS AND SHOWN AND THEREFORE DOES NOT CARRY ANY WARRANTIES OR GUARANTEES WHATSOEVER.

SIGNED _____

OR

25% DISCOUNT ON PARTS & LABOR FOR 12 MONTHS WORK TO BE DONE AT PACKEY WEBB FORD.

SIGNED _____

"Illinois law requires that this vehicle will be free of a defect in a power train component for 15 days or 500 miles after delivery, whichever is earlier, except with regard to particular defects disclosed on the first page of this agreement. "Power train component" means the engine block, head, all internal engine parts, oil pan and gaskets, water pump, intake manifold, transmission, and all internal transmission parts, torque converter, drive shaft, universal joints, rear axle and all rear axle internal parts, and rear wheel bearings. You (the consumer) will have to pay up to \$100 for each of the first 2 repairs if the warranty is violated."

\$ 43,987.00	TOTAL SALES PRICE	
	LESS: TRADE-IN ALLOWANCE	
	TRADE DIFFERENCE	
DOCUMENTARY FEE		\$ 377.63
ERT FEE		\$ 35.00
SUB TOTAL		\$ 44,399.63
SALES TAX		
LICENSE & TITLE FEES		\$ 169.00
DELIVERED PRICE		\$ 44,568.63
PLUS: BALANCE OWED ON TRADE-IN		
LESS TOTAL CREDITS (TRANSFERRED FROM RT. COLUMN)		
GRAND TOTAL		

TRADE-IN AND/OR OTHER CREDITS
I UNDERSTAND THAT THE CAR TRADED, IF ANY, IS SUBJECT TO RE-APPRAISAL AT TIME OF DELIVERY

Year _____ Make of Trade-in _____

Model _____ Mileage _____

Series _____ Color _____

V.I.N. # _____

Balance Owed (Good until _____): _____

Balance Owed To _____ Verified By _____

Creditor Address: _____ Acct. # _____

I UNDERSTAND AND AGREE TO TRADE-IN THE VEHICLE DESCRIBED ABOVE TO DEALER UNDER THE TERMS SET FORTH ABOVE AND ON PAGE 2. IF THE BALANCE DUE ON THE TRADE-IN VEHICLE THE CUSTOMER IS SELLING IS AN AMOUNT GREATER THAN SHOWN ABOVE, THE CUSTOMER AGREES TO PAY THE ADDITIONAL AMOUNT IN CASH UPON REQUEST. I certify that the above information about my trade-in is correct.

Buyer initials _____

Cash Deposit With Order (Receipt # _____)

Cash Deposit With Order (Receipt # _____)

Rebate (Receipt # _____)

Rebate (Receipt # _____)

Rebate (Receipt # _____)

Other (Receipt # _____)

TOTAL CREDITS (Transfer TO Left Column)

"ALL DEPOSITS ARE NON REFUNDABLE"

WARRANTY INFORMATION

NEW OR DEMONSTRATOR: If the vehicle is a new or demonstrator vehicle, the only written warranty provided with respect to the vehicle and factory installed accessories is the most recent applicable printed warranty, which is made solely by the Manufacturer of the vehicle. Dealer installed accessories are not included in the Manufacturer's warranty on the vehicle and may or may not be included in separate written warranties which are made solely by Manufacturers of the accessories. Purchaser acknowledges being offered the opportunity to review the terms and conditions of the applicable manufacturer's written warranties prior to sale. **USED:** If the vehicle is a used vehicle, the vehicle is sold by Dealer as is - with all faults.

USED OR DEMONSTRATOR: The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

ALL VEHICLES: WHETHER THE VEHICLE IS NEW, A DEMONSTRATOR, OR USED: DEALER DISCLAIMS ALL WARRANTIES, WRITTEN, EXPRESSED, OR IMPLIED, INCLUDING ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND DEALER EXPRESSLY DISCLAIMS ANY LIABILITY TO PURCHASER FOR ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF PROFITS OR INCOME, LOSS OF TIME OR INCONVENIENCE, OR ANY OTHER INCIDENTAL DAMAGES ARISING OUT OF THE PURCHASE OR OPERATION OF THE VEHICLE.

YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO BE BOUND BY THE WARRANTY INFORMATION PROVIDED ABOVE."

Buyer initials _____

Co-Buyer initials _____

Purchaser acknowledges that the Additional Terms, and Conditions printed on page 2 of this Contract are a part of this Contract. Both pages of this Contract constitute a single agreement which supersedes the existence of any prior agreement or understanding, written or oral, between Dealer and Purchaser. Purchaser acknowledges that, outside of the specific terms of this written contract, no representation or promise has been made by the Dealer to induce the Purchaser to sign this contract. Purchaser further acknowledges that, signing this agreement, the purchaser is not relying upon representation or promise made by the dealer. The Contract shall not become a binding agreement unless accepted in writing by Dealer or an authorized representative of Dealer.

BEFORE SIGNING THE CONTRACT READ IT AND ANY SERVICE CONTRACT CAREFULLY.

ACCEPTED:

By _____ Title _____
Dealer/Authorized Representative

Purchaser

Purchaser

THIS CONTRACT IS AN OFFER BY PURCHASER TO BUY THE VEHICLE. IF THE OFFER IS ACCEPTED BY THE DEALER IT BECOMES A COMPLETE CONTRACT OF SALE AND THE DEALER HAS NO OBLIGATION OR RESPONSIBILITIES NOT EXPRESSLY SET FORTH IN THE CONTRACT.

38/119

TRITON COLLEGE, District 504
Board of Trustees

Meeting of January 27, 2026

ACTION EXHIBIT NO. [Click here to enter text.](#)

SUBJECT: AGREEMENT WITH SIGN LANGUAGE INTERPRETERS INC.

RECOMMENDATION: That the Board of Trustees approve an updated estimate of the cost for Sign Language Interpreters Inc. An estimate of the annual cost for this service for Fiscal Year 2026 based on current student enrollment is \$185,000.

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

Submitted to Board by:



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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes ☐ No ☒

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

Meeting of January 27, 2026

ACTION EXHIBIT NO. 17326

SUBJECT: AGREEMENT WITH OTTER.AI

RECOMMENDATION: That the Board of Trustees approve the Agreement with Otter.ai for audio transcription. Otter.ai is an audio transcription software that was developed to meet the needs of students in college. For 200 licenses, the cost is \$28,890.

RATIONALE: The College is required by the Americans with Disabilities Act to provide reasonable academic accommodations for students with disabilities.

Submitted to Board by:



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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes ☒ No ☐

Software Services Agreement

Effective September 19, 2025

This Software Services Agreement (the “Agreement”) is entered into between Otter.ai, Inc. (“Otter”) and Customer, and governs Customer’s access to and use of Otter offerings provided under enterprise plans. Capitalized terms used but not defined herein are defined in Exhibit A.

By accepting this Agreement as part of an Order, you agree to this Agreement on behalf of the entity for which you are acting (such as an employer) (“Customer”). You represent and warrant that you have full legal authority to bind Customer to this Agreement, and confirm Customer’s agreement to be party to this binding contract. If you do not have the authority to bind Customer or do not agree with the terms of this Agreement, you (and Customer) are not authorized to access or use the Otter Platform.

This Agreement governs use of the Otter Platform by enterprise customers. Use of the Otter Platform for individuals and non-enterprise customers is governed by the Terms of Service at <https://otter.ai/terms-of-service>. In the event of a conflict between the Terms of Service and this Software Services Agreement, this Software Services Agreement shall prevail.

1. Otter Obligations.

1.1. Access to the Otter Platform. Subject to the terms and conditions of this Agreement, Otter hereby grants Customer a limited, non-exclusive, non-transferable (subject to Section 9.6), non-sublicensable right, during the Order Term, for Authorized Users to access and use the Otter Platform in connection with Customer’s own business purposes.

1.2. Data Processing Addendum. The data processing addendum set forth as Appendix 1 through 6 of the Otter Terms of Service at <https://otter.ai/terms-of-service> is hereby incorporated by reference.

2. Service Terms.

2.1. Use Restrictions. Except as otherwise expressly authorized in this Agreement, Customer will not, and will not encourage or assist third parties to: (i) reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code, object code, or underlying

structure, ideas, know-how, or algorithms relevant to the Otter Platform (except to the extent such a restriction is impermissible under applicable law); (ii) copy, modify, create derivative works of, or remove proprietary notices from the Otter Platform; (iii) use the Otter Platform for personal or other non-commercial purposes; or (iv) publish any benchmarks regarding use of the Services.

2.2. Account Management.

(a) As part of the registration process, Customer will appoint one or more administrative users for Customer's Otter account. Only each administrative user has the authority to manage Customer's Otter account, add or remove Authorized Users, approve purchases, and otherwise act on behalf of Customer for purposes relating to the Otter Platform and this Agreement.

(b) Customer may enable Authorized Users to access and use the Otter Platform in accordance with the Documentation and any limitations in Customer's Order Form. Each Authorized User's account is personal to the Authorized User to which it is issued. Account credentials may not be shared or used by anyone other than the individual to whom they were provisioned. Customer is responsible for informing its Authorized Users' of the obligation to comply with this Agreement, and all activities of its Authorized Users.

(c) Customer is responsible for providing accurate and complete account information (including the list of domains and/or Otter accounts owned or controlled by Customer for purposes of domain capture or migrations, if applicable) and maintaining the accuracy and completeness of such information. Customer is responsible for maintaining control over its Authorized Users' accounts, including the confidentiality of usernames and passwords, to the best of its ability. Otter supports login using two-factor authentication ("2FA"), which is known to reduce the risk of unauthorized use of or access to the Otter Platform. Otter will not be responsible for any damages, losses, or liability to Customer, Authorized Users, or anyone else if any event leading to such damages, losses, or liability would have reasonably been prevented by the use of 2FA and 2FA is not utilized.

2.3 Customer Content. Customer authorizes Otter and its service providers to use Customer Content for the sole purpose of providing the Otter Platform and performing the activities contemplated by this Agreement (such as maintaining, securing, debugging, and otherwise performing quality control for the Otter Platform).

2.4. Feedback. Customer may voluntarily provide Otter feedback, comments, or suggestions concerning the Otter Platform or other services provided by Otter (collectively, “Feedback”). To the extent Customer provides Feedback, Customer hereby grants Otter the right to use such Feedback to maintain, improve, and enhance Otter’s products and services without specific attribution to Customer or Customer’s users.

2.5. Usage Data. Otter will have the right to collect and analyze data and other information relating to the access, use, and performance of the Otter Platform (“Usage Data”) and Otter will be free (during and after the Order Term) to use Usage Data in de-identified and aggregated form to maintain, improve, and enhance Otter’s products or services. Examples of Usage Data include technical logs, metadata, telemetry data, and usage information about Customer Content, such as how many times it is accessed. For clarity, Usage Data excludes Customer Content itself.

2.6. Reservation of Rights. As between the parties, Otter owns all right, title, and interest in the Otter Platform, and Customer owns all right, title, and interest in the Customer Content. Except as expressly set forth in this Agreement, each party retains all right, title, and interest in and to its intellectual property rights. All rights not expressly granted are reserved, and no license, covenant, immunity, transfer, authorization, or other right will be implied, by reason of statute, estoppel, or otherwise, under this Agreement.

2.7. Recording Consent Laws. The Otter Platform may provide a feature that allows Customer to record individual conversations and/or upload recorded conversations. The laws regarding the notice and notification requirements of such recorded conversations vary by location. Customer acknowledges and agrees that it is solely responsible for providing any notices to,

and obtaining consent from, individuals in connection with any recordings as required under applicable law.

2.8. Security Program. Otter will maintain an information security program (including the adoption and enforcement of internal policies and procedures) designed to (a) protect the Otter services and Customer Data against accidental or unlawful loss, access, or disclosure, (b) identify reasonably foreseeable and internal risks to security and unauthorized access, and (c) minimize security risks, including through regular risk assessments and testing. As part of the Otter information security program, Otter will: (i) implement and enforce policies related to electronic, network, and physical monitoring and data storage, transfer, and access; (ii) deploy production infrastructure behind VPNs where possible; (iii) require multi-factor authentication for employees; (iv) configure network security, firewalls, accounts, and resources for least-privilege access; (v) maintain a logging and incident response process; (vi) maintain corrective action plans to respond to potential security threats; and (vi) conduct periodic reviews of Otter security and the adequacy of its information security program as aligned to industry best practices and Otter's own policies and procedures.

3. Charges and Payment.

3.1. Fees. Customer will pay Otter all fees described in an Order in accordance with the terms therein. Unless otherwise specified herein or in an Order, (a) all fees are stated and solely payable in U.S. Dollars, (b) payment obligations are non-cancelable and not subject to setoff, (c) fees paid are non-refundable, and (d) quantities purchased cannot be decreased during the relevant Order Term. Customer is solely responsible for any bank fees, interest charges, finance charges, overdraft charges, and any other fees Customer incurs as a result of the charges billed by Otter. If the Order automatically renews, Otter may change the fees applicable to a renewal by providing Customer at least 45 days' written notice of the new fees before the end of the then-current Order Term. For clarity, any change in fees will not apply to the then-current Order Term.

3.2. Payment. Unless otherwise specified in an Order or this Section, Customer will be invoiced annually in advance, with full payment due in compliance with the Illinois Prompt Payment Act.

Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower. In the event that Customer fails to pay the full amount owed under an Order, Otter may limit Customer's access to the Otter Platform, in addition to any other rights or remedies Otter may have.

3.3. Taxes. Fees do not include taxes. Each party is responsible for the payment of all taxes (including any interest and penalties) in connection with this Agreement that are imposed on that party by law, if any. Each party will be responsible for its own income taxes, employment taxes, and real property taxes.

3.4. Withholding. All payments made by Customer to Otter under this Agreement will exclude any deduction or withholding. If any such deduction or withholding (including cross-border withholding taxes) is required by law, Customer will pay such additional amounts as are necessary so that the net amount received by Otter after such deduction or withholding will be equal to the full amount that Otter would have received if no deduction or withholding had been required. Each party will use commercially reasonable efforts to work with the other party to help obtain, reduce, or eliminate any necessary withholding, deduction, or royalty tax exemptions where applicable.

3.5. Additional Subscriptions. The services may be configured to allow Administrators or Authorized Users to purchase additional subscriptions or quantities of Otter services. Customer is responsible for understanding the settings and controls of the Otter services for purchasing additional Otter services. Otter will charge Customer the applicable pro-rated amount for additional Otter services for the remainder of the then-current Order Term based on Customer's then-current price unless otherwise set forth on the Order Form.

4. Confidentiality.

4.1. Confidential Information. Each party (the "Discloser") has disclosed or may disclose proprietary or non-public business, technical, financial, or other information in anticipation of this Agreement or during the term of this Agreement ("Confidential Information") to the other party (the "Recipient"). Confidential Information of Otter expressly includes non-public information

regarding features, functionality, and performance of the Otter Platform, and Confidential Information of the Customer expressly includes Customer Content. However, Confidential Information excludes any information that: (a) is or becomes generally available to the public without action or omission by Recipient; (b) was in the Recipient's possession or known by it prior to receipt from the Discloser; (c) was rightfully disclosed to the Recipient without restriction by a third party; (d) was independently developed by Recipient without use of or reference to any Confidential Information of the Discloser; or (e) is required to be disclosed pursuant to applicable law, rule or regulation.

4.2. **Obligations.** The Recipient will use the Discloser's Confidential Information only to exercise its rights and fulfill its obligations under this Agreement, including, in Otter's case, to provide the Otter Platform to Customer or as required by law, rule or regulation. The Recipient may disclose information to its employees, contractors, Affiliates, agents, or professional advisors ("Representatives") who need to know it and who have a legal obligation to keep it confidential. The Recipient will ensure that its Representatives are subject to confidentiality obligations that are no less restrictive than those herein. Notwithstanding the foregoing and not for disclosures required pursuant to a valid Freedom of Information Act request, the Recipient may disclose the Discloser's Confidential Information: (a) if directed by Discloser; or (b) to the extent required by applicable legal process, provided that the Recipient uses commercially reasonable efforts to (i) promptly notify the Discloser in advance, to the extent permitted by law and (ii) comply with the Discloser's reasonable requests regarding its efforts to oppose the disclosure. With respect to each Order, the obligations set forth herein will survive for the duration of the Order Term and five years following the expiration or termination of such Order.

5. Warranties.

5.1. **Mutual Warranties.** Each party represents and warrants to the other that: (a) this Agreement has been duly executed and delivered and constitutes a valid and binding agreement enforceable against the executing party in accordance with its terms; (b) the execution, delivery, and performance of this Agreement by the executing party does not violate the terms or conditions of any other agreement to which it is a party or by which it is otherwise bound or require authorization or approval from any third party; and (c) it will perform its rights and obligations under this Agreement in accordance with applicable law.

5.2. **Otter Warranties.** Otter represents and warrants to Customer during the applicable Order Term that: (a) Otter will provide access to the Otter Platform and any applicable support services in substantive conformity with the Documentation; and (b) Otter will employ applicable industry standard measures to protect the Otter Platform, in the form provided to Customer by Otter, against software viruses, Trojan horses, worms, or other similar malicious programs or code.

5.3. **Remedy.** As Customer's sole remedy and Otter's sole liability for failure to conform to the Warranties in Section 5.1 and 5.2, Otter shall reperform such services or Customer may receive a pro-rata refund of amounts paid for such non-conforming services.

5.4. **DISCLAIMER.** EXCEPT FOR THE EXPRESS REPRESENTATIONS AND WARRANTIES STATED IN THIS SECTION 5, THE PARTIES MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND WHETHER EXPRESS, IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW), OR STATUTORY, AS TO ANY MATTER WHATSOEVER RELATING TO THIS AGREEMENT. OTTER EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, ACCURACY, AND TITLE. NON-OTTER RESOURCES ARE PROVIDED BY THIRD PARTIES, NOT OTTER, AND ANY USE OF NON-OTTER RESOURCES IS SOLELY BETWEEN CUSTOMER AND THE APPLICABLE THIRD PARTY PROVIDER. OTTER DOES NOT WARRANT OR SUPPORT, AND WILL NOT HAVE ANY RESPONSIBILITY OR LIABILITY OF ANY KIND FOR, NON-OTTER RESOURCES. WITH RESPECT TO AI FEATURES, CUSTOMER ACKNOWLEDGES AND AGREES THAT: (I) CUSTOMER IS RESPONSIBLE FOR ALL INPUTS SUBMITTED TO THE OTTER PLATFORM, AND BY SUBMITTING INPUTS TO THE OTTER PLATFORM, CUSTOMER REPRESENTS AND WARRANTS THAT IT HAS ALL RIGHTS, LICENSES, AND PERMISSIONS THAT ARE NECESSARY FOR OTTER TO PROCESS THE INPUTS AND TO PROVIDE THE SERVICE TO CUSTOMER; AND (II) OUTPUTS MAY BE INACCURATE, INAPPROPRIATE, FALSE, INCOMPLETE, OR BIASED, AND MAY NOT REFLECT OTTER'S VIEWS. CUSTOMER IS RESPONSIBLE FOR IMPLEMENTING REASONABLE PRACTICES, INCLUDING HUMAN OVERSIGHT, TO ENSURE THAT OUTPUTS ARE CORRECT AND COMPLETE AND TO GUARD AGAINST THE OUTPUTS BEING USED IN AN UNSUITABLE OR UNLAWFUL WAY, OR IN VIOLATION

OF THE RIGHTS OF OTHERS. CUSTOMER SHOULD NOT RELY ON AI OUTPUTS WITHOUT INDEPENDENTLY CONFIRMING THEIR ACCURACY.

6. Indemnity.

6.1. Indemnification by Otter.

(a) Otter will defend Customer from any third party claim, action, suit, or demand (a “Claim”) based on an allegation that the Otter Platform violates, infringes, or misappropriates any third-party copyright, patent, trade secret, or trademark, and will indemnify Customer for any costs, liabilities, damages, or other amounts (including reasonable attorneys’ fees) actually paid or payable to unaffiliated third parties (“Losses”) resulting from such Claim.

(b) Otter will have no obligation to defend or indemnify Customer for any Claim under Section 6.1(a) to the extent it is based on: (i) Customer’s failure to use updates or modifications to the Otter Platform that Otter makes available to Customer that would have helped avoid or mitigate the Claim had they been used; (ii) the combination, operation, or use of the Otter Platform with third-party equipment, devices, software, application, systems, or data, including Non-Otter Resources, where the infringement would not have occurred but for such combination, (iii) use of the Otter Platform by Customer or Customer’s Authorized Users in violation of this Agreement, or (iv) Customer Content.

(c) If Customer’s use of the Otter Platform is, or in Otter’s reasonable discretion is likely to be, subject to a Claim that may give rise to a defense or indemnity obligation under Section 6.1(a), Otter may, at its sole discretion and at no charge to Customer (and in addition to Otter’s obligations to Customer under Section 6.1(a)): (i) procure for Customer the right to continue using the Otter Platform in accordance with this Agreement; (ii) replace or modify the Otter Platform so that it is non-infringing and includes substantially similar functionality as the original Otter Platform; or (iii) if options (i) and (ii) above are not commercially practicable in Otter’s reasonable discretion, Otter may terminate Customer’s right to use the impacted portion of the Otter Platform (in which case, Customer will immediately stop using the impacted portion of the

Otter Platform) and provide a pro-rata refund of any pre-paid fees for the impacted service that remain unused as of the date of termination.

(d) THIS SECTION 6.1 SETS FORTH OTTER'S SOLE AND EXCLUSIVE OBLIGATIONS, AND CUSTOMER'S SOLE AND EXCLUSIVE REMEDIES, WITH RESPECT TO ANY ACTUAL OR ALLEGED INFRINGEMENT OR MISAPPROPRIATION OF ANY THIRD PARTY INTELLECTUAL PROPERTY RIGHT BY THE OTTER PLATFORM AND ANY OTHER TYPE OF CLAIM SPECIFICALLY COVERED UNDER OTTER'S INDEMNITY OBLIGATION (IF ANY). NO PARTY TO THIS AGREEMENT WILL BE ENTITLED TO ANY FORM OF IMPLIED OR EQUITABLE INDEMNIFICATION AT ANY TIME, WHETHER BASED ON A THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, WARRANTY, OR ANY OTHER THEORY OF LIABILITY, AND ANY RIGHT THERETO IS HEREBY IRREVOCABLY WAIVED AND DISCLAIMED BY EACH OF THE PARTIES.

6.2. Indemnification by Customer. Customer will defend Otter from any Claim based on Customer Content or use of the Otter Platform by Customer (or Customer's Authorized Users) in violation of this Agreement, and Customer will indemnify Otter from any Losses resulting from any such Claim.

6.3. Process. If a party entitled to indemnification (the "Indemnified Party") becomes aware of any indemnifiable Claim, such party will give the other party (the "Indemnifying Party") written notice of the Claim as soon as reasonably practicable. The Indemnified Party will cooperate, at the expense of the Indemnifying Party, with the Indemnifying Party and its counsel in the defense or settlement of the Claim, and will allow the Indemnifying Party to have sole control of the defense or settlement. Subject to the prior sentence, the Indemnified Party will have the right to participate fully, at its own expense, in the defense of such Claim. To take advantage of the indemnity, the Indemnified Party must use all commercially reasonable efforts to mitigate its Losses. The Indemnified Party is not required to admit liability, except as required by applicable law, and any compromise or settlement of a Claim requiring the Indemnified Party to admit

liability or to pay any money will require the prior written consent of both parties, such consent not to be unreasonably withheld or delayed. The indemnity obligations of the Indemnifying Party will be contingent on the Indemnified Party's compliance with this process.

7. Limitations of Liability.

7.1. Limitation on Indirect Liability. EXCEPT FOR EXCLUDED CLAIMS, UNDER NO CIRCUMSTANCES, AND UNDER NO LEGAL THEORY (WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, WARRANTY, OR ANY OTHER THEORY OF LIABILITY), WILL EITHER PARTY, ITS AFFILIATES AND ITS OR THEIR CONTRACTORS, EMPLOYEES, AGENTS, OR THIRD-PARTY PARTNERS, LICENSORS, OR SUPPLIERS (COLLECTIVELY, ITS "PARTY REPRESENTATIVES"), BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES (INCLUDING LOSS OF PROFITS, DATA, OR USE OR COST OF COVER) ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE USE OF OR THE INABILITY TO USE THE OTTER PLATFORM, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

7.2. Limitation on Amount of Liability. EXCEPT FOR EXCLUDED CLAIMS, UNDER NO CIRCUMSTANCES, AND UNDER NO LEGAL THEORY (WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, WARRANTY, OR ANY OTHER THEORY OF LIABILITY), WILL THE TOTAL LIABILITY OF EITHER PARTY, ITS AFFILIATES, AND ITS OR THEIR PARTY REPRESENTATIVES FOR ANY AND ALL DAMAGES AND CAUSES OF ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE USE OF OR THE INABILITY TO USE THE OTTER PLATFORM, EXCEED, IN THE MAXIMUM AGGREGATE, THE FEES PAID AND PAYABLE TO OTTER UNDER THE CUSTOMER'S APPLICABLE ORDER IN THE TWELVE-MONTH PERIOD PRIOR TO THE DATE ON WHICH THE DAMAGE OCCURRED.

7.3. In General. EACH PROVISION OF THIS AGREEMENT THAT PROVIDES FOR A LIMITATION OF LIABILITY, DISCLAIMER OF WARRANTIES, OR EXCLUSION OF DAMAGES IS TO ALLOCATE THE RISKS OF THIS AGREEMENT BETWEEN THE PARTIES. THIS

ALLOCATION IS REFLECTED IN THE PRICING OFFERED BY OTTER TO CUSTOMER AND IS AN ESSENTIAL ELEMENT OF THE BASIS OF THE BARGAIN BETWEEN THE PARTIES. EACH OF THESE PROVISIONS IS SEVERABLE AND INDEPENDENT OF ALL OTHER PROVISIONS OF THIS AGREEMENT. THE LIMITATIONS IN THIS SECTION 7 WILL APPLY TO THE MAXIMUM EXTENT NOT PROHIBITED BY LAW AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY IN THIS AGREEMENT.

8. Term and Termination.

8.1. Term. The term of this Agreement will commence on the Subscription Start Date of the first Order entered into between the parties and will continue until all Orders hereunder expire or until terminated in accordance with this Section 8, whichever happens first. If you purchase a subscription to the Otter services, the subscription term will automatically renew for successive periods unless either party gives the other party notice of its intent not to renew. That notice must be given at least thirty days before the start of the next renewal period.

8.2 Termination. Either party may terminate an individual Order or this Agreement upon written notice to the other party, if the other party materially breaches this Agreement and such breach is incapable of cure, or with respect to a breach capable of cure, the breaching party does not cure such breach within 30 days of receiving notice of it. Either party may terminate or suspend an individual Order or this Agreement upon written notice to the other party without a cure period if (a) the other party breaches any of the terms relating to such party's intellectual property rights or Confidential Information, or (b) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation, or assignment for the benefit of creditors.

Either party may terminate an individual Order or this Agreement upon written notice to the other party with 60 days advance written notice without cause or underlying material breach.

8.3. Effect of Termination. Termination of this Agreement will result in termination of all ongoing Orders; however, termination of a single Order will not result in termination of this Agreement or any other ongoing Orders. If Customer terminates under Section 8.2, Otter will provide

Customer a pro rata refund of prepaid unused fees applicable to the remainder of the Order Term for any terminated Order. If this Agreement or any Order is terminated for any other reason, Customer will not receive a refund and will pay all fees as if the Order had not been terminated. Upon any termination, to the extent permitted by applicable law, Otter will make all Customer Content then held by Otter pursuant to the applicable Order available to Customer for electronic retrieval for a period of 30 days, but thereafter Otter will delete or retain any stored Customer Content as directed by Customer. The following sections of this Agreement will survive any expiration or termination of this Agreement: 2, 4, 5.3, and 7-9.

9. Miscellaneous.

9.1. Force Majeure. Except for the obligation to make payment, neither party will have any liability for failures or delays resulting from that party experiencing a Force Majeure Event. If a party experiences a Force Majeure Event, such party will: (a) promptly notify the other party of occurrence of the Force Majeure Event; and (b) use reasonable efforts to limit damages to the other party and to resume its performance under this Agreement. If a Force Majeure Event causes a party to fail to comply with its obligations under this Agreement for 30 or more consecutive days, either party may terminate this Agreement upon written notice, without liability. "Force Majeure Event" means any event or circumstance (other than a party's inability to satisfy payment obligations) that is outside a party's reasonable control, whether or not foreseeable.

9.2. Notices. All notices, requests, consents, claims, demands, waivers, and other communications under this Agreement (each, a "Notice") must be in writing (electronic mail sufficient) and sent to:

Otter: Contact identified in the Order

Customer: Contact identified in the Order

9.3. Severability; No Waiver. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision hereof and it is the

intent and agreement of the parties that this Agreement will be deemed amended by modifying such provision to the extent necessary to render it valid, legal, and enforceable while preserving its intent or, if such modification is not possible, by substituting another provision that is legal and enforceable and achieves the same objective. No failure or delay by either party in exercising any right under this Agreement will constitute a waiver of that right.

9.4. Assignment. This Agreement is not assignable or transferable by either party without the other party's prior written consent, except that either party may (without the other party's prior written consent) assign this Agreement, in whole, in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of such party's assets. Any purported assignment in violation of this section is null and void.

9.5. Service Providers. For the avoidance of doubt, Otter may engage third party service providers to support its performance of this Agreement (including the subprocessors listed at <https://otter.ai/subprocessors>). Nevertheless, Otter will remain responsible for compliance with this Agreement.

9.6. No Partnership. No agency, partnership, joint venture, or employment is created as a result of this Agreement, and neither party has any authority of any kind to bind the other party.

9.7. Governing Law and Dispute Resolution. This Agreement is governed by the laws of the State of Illinois without regard to conflict of law principles. Customer and Otter submit to the personal and exclusive jurisdiction of the state courts and federal courts located within Cook County, Illinois for resolution of any lawsuit or court proceeding permitted under this Agreement.

9.8. Export Control. The Otter Platform and Customer's use thereof is subject to export control and economic sanctions laws and regulations (collectively, "Export Controls"), including the U.S. Export Administration Regulations, the laws, statutes, regulations, rules, and executive orders administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury ("OFAC"). Otter and Customer each represents that it is not on (or owned or controlled by any person identified on) the OFAC Specially Designated Nationals and Blocked Persons List or any

other list of prohibited or restricted parties promulgated under Export Controls. Customer must comply with all applicable Export Controls in its access to and use of the Otter Platform and Customer Content. Customer will not access or use the Otter Platform, export, re-export, distribute, assign, or otherwise engage in any transaction relating to the Otter Platform or any Customer Content in violation of Export Controls. For the avoidance of doubt, Otter may take measures required by law or governmental authority to comply with its obligations under Export Controls and OFAC (such as suspending access to the Otter Platform, terminating this Agreement, or blocking the relevant Customer Content).

9.9. Anti-Corruption. Neither party has received or been offered any illegal or improper bribe, kickback, payment, gift, or thing of value from an employee or agent of the other party in connection with this Agreement. Reasonable gifts and entertainment provided in the ordinary course of business do not violate the above restriction.

9.10. Government Use. This Section 9.11 only applies if Customer is a government or public sector entity. Customer represents and warrants to Otter that it is entering into this Agreement in compliance with any applicable public procurement laws and regulations. If Customer is a U.S. government or U.S. public sector entity (or use of the Otter Platform is for the U.S. government), the Otter Platform and Documentation are “commercial products” (as defined at 48 C.F.R. §2.101), consisting of “commercial computer software” and “commercial computer software documentation” (as used in 48 C.F.R. §12.212 and 48 C.F.R. §227.7202, as applicable). In accordance with 48 C.F.R. §12.212 and 48 C.F.R. §227.7202-1, as applicable, the rights of the U.S. Government to use, modify, reproduce, release, perform, display, or disclose commercial computer software and commercial computer software documentation associated with the Otter Platform will be as provided in this Agreement. If a U.S. Government agency or end user has a need for rights not conveyed under these terms, it must negotiate with Otter to determine if there are acceptable terms for transferring such rights, and a mutually acceptable addendum to this Agreement will be required in any applicable contract or agreement. The sections in this Agreement titled “Governing Law and Dispute Resolution,” “Indemnification by Customer,” any auto-renewal terms, and any other terms inconsistent with applicable law are hereby waived to the extent necessary to conform to applicable law.

9.11. Interpretation. Whenever the words “including,” “include,” “includes,” or “such as” are used herein, they will be deemed to be followed by the phrase “without limitation.”

9.12. Authorized Agent. This Agreement is executed by an authorized representative of Customer in the representative's official capacity only and the representative shall have no personal liability under this Agreement.

9.13. Entire Agreement. This Agreement supersedes all other agreements between the parties relating to its subject matter. In the event of any conflict among any Orders and the terms of this Agreement, the order of precedence will be: (a) the Orders (from newest to oldest); and (b) terms of this Agreement. The parties agree that any terms and conditions stated in a Customer purchase order or other Customer ordering documentation (including any vendor management portal) are void.

9.14. Promotion. Otter may use Customer's name and logo to publicly identify Customer as a customer of the Otter services. Customer will consider in good faith any request by Otter to (1) provide a quote from a Customer executive regarding Customer's motivation for using the Otter services that Otter may use publicly and (2) participate in a public co-marketing activity.

Exhibit A

Definitions

The following capitalized terms will have the meanings set forth below:

“Affiliate” means, with respect to any entity, any other entity that, directly or indirectly through one or more intermediaries, controls, is controlled by, or under common control with such entity. As used in this definition, “control” (including, with correlative meanings, “controlled by” or “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such entity, whether through ownership of voting securities, by contract or otherwise.

“Agreement” means this Software Services Agreement (together with its exhibits and addenda).

“Authorized Users” means employees, contractors, and other persons associated with the Customer or its Affiliates who access or use the Otter Platform through the Customer’s account.

“Customer Content” means applications and materials that are developed by Customer or its Authorized Users on the Otter Platform or uploaded to the Otter Platform by Customer or its Authorized Users.

“Documentation” means Otter-provided documentation available at <https://help.otter.ai/hc/en-us> or such successor link identified by Otter.

“Excluded Claims” means damages resulting from (1) either party’s willful misconduct or gross negligence, or (2) infringement by a party of the other party’s intellectual property rights.

“Non-Otter Resources” means applications and materials that are developed or otherwise provided by a party other than Otter, including files, plugins, component libraries, services, products, platforms, integrations, and code components.

“Order” means an ordering document or online order that is entered into between Customer and Otter and specifies, among other things, details relating to the number of Authorized Users.

“Order Term” means the subscription term length set forth in the applicable Order or, with respect to early access features, the evaluation period set forth by Otter.

“Otter” means Otter, Inc., a Delaware corporation.

“Otter Platform” means the Otter offerings identified in an Order, including any related mobile and desktop applications, early access features, integrations and resources developed by Otter for use with the Otter offerings identified in an Order, and Documentation. For the avoidance of doubt, the “Otter Platform” excludes Non-Otter Resources.

Otter.ai

Triton College

Name:
Title:

Name: Mark R. Stephens
Title: Board Chairman

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

Meeting of January 27, 2026

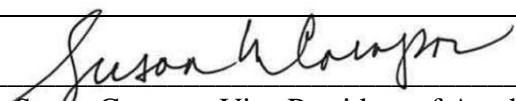
ACTION EXHIBIT NO. 17327

**SUBJECT: HAMILTON MEDICAL – PURCHASE OF THE HAMILTON-G5
VENTILATOR PACKAGE**

RECOMMENDATION: That the Board of Trustees approve the purchase of the Hamilton G5 Demo Ventilator Machine package, which includes the following warranties, one-year parts and labor, six-month on humidifiers and ninety-day on upgrade parts, and clinical training from Hamilton Medical, in an amount not to exceed \$28,000 to be paid for from Perkins FY 2026.

RATIONALE: The ventilator machine will be used to provide updated equipment reflective of what is being used by our clinical partners. Students in the Respiratory Care program will use this machine. This purchase is being made directly from the Manufacturer; Hamilton Medical; therefore, Public Bid is exempt under the statute.

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 ☒



HAMILTON-G5

The modular high-end ventilation solution

HAMILTON
MEDICAL



We live for ventilation technology

We live for ventilation technology. Technology that helps caregivers improve the lives of their critically ill patients. We believe that innovation is essential to meet the demands of critical care. To us, innovation is about realizing visionary new ideas and continuously improving existing products, always maintaining the focus on safe, individualized ventilation, as well as ease of use.

We learn from our customers and from multi-disciplinary experts. And we invest in long-term research and development. We develop Intelligent Ventilation solutions: devices and consumables for the ventilation of all critically ill patients – from neonates to adults.

A handwritten signature in blue ink that reads "Jens Hallek".

Jens Hallek
CEO
Hamilton Medical AG

A handwritten signature in blue ink that reads "Bob Hamilton".

Bob Hamilton
CEO
Hamilton Medical, Inc.

Meet the HAMILTON-G5

The HAMILTON-G5 is Hamilton Medical's most modular high-end mechanical ventilator. A wide range of standard features and options allows you to tailor the HAMILTON-G5 to your needs.

- ✓ Automated control of the patient's ventilation and oxygenation with INTELLiVENT®-ASV®
- ✓ Real-time patient synchronization with IntelliSync+
- ✓ P/V Tool Pro for lung assessment and recruitment
- ✓ Transpulmonary pressure measurement
- ✓ High flow oxygen therapy
- ✓ Integrated IntelliCuff pressure controller
- ✓ Remote access to humidifier controls and status
- ✓ Adult, pediatric, and neonatal ventilation
- ✓ Adjustable O2 enrichment
- ✓ Adjustable volume limitation for neonatal patients



Flexible device configuration

Customized solution

You can configure the HAMILTON-G5 in several different ways to customize the device for your environment. If using a trolley, you can mount the monitor either on top or in front of the ventilation unit. If the unit is positioned on a shelf, you can mount the monitor on top or to the side using the side-mount option. You can also adjust the orientation and angle of the monitor by turning and tilting it as required.

Optimal visibility

The 360°-visible alarm lamp on top of the HAMILTON-G5 monitor allows you to identify alarms easily. The optional nurse-call capability provides additional support for optimal alarm detection. The 15-inch touch screen was designed for smooth and fast operation. It also gives you an overview of the patient's current ventilation status at a quick glance and provides a reliable basis for therapy decisions.





Ease of use

In close cooperation with users and ventilation experts, our engineers have designed a user interface that is particularly intuitive. Switching between the HAMILTON-G5 and all other Hamilton Medical ventilators is easy because they are all operated according to the same principles.

The Ventilation Cockpit on the HAMILTON-G5 consolidates the monitoring data and displays it as intuitive graphics. These provide a quick overview of the patient's current ventilation status and provide a reliable basis for therapy decisions.

“

What I like the most about the HAMILTON-G5s is probably the monitoring parameters and the ability to trend those in real time and up to 72 hours. I have been able to use that on a disease-specific basis and trend data that I couldn't do before.

Craig Jolly, Adult Clinical Education Coordinator
University Medical Center, Lubbock (TX), USA



The Ventilation Cockpit

1 Main monitoring parameters

All of the main monitoring parameters and alarm limits at a glance. The large characters allow you to see them even from a distance.

2 Dynamic Lung

One quick look shows you tidal volume, lung compliance, resistance, and patient efforts/ triggers in real time. The lungs expand and contract in synchrony with the actual breaths.

3 Vent Status

The Vent Status panel displays six parameters related to the patient's dependence on the ventilator. When all values are in the weaning zone, the panel is framed in green, indicating that spontaneous breathing trials or extubation can be considered.

4 Direct access to main controls

Access and adjust the most important controls for the current mode directly on the main display.



Individualized, lung-protective ventilation

Adaptive, lung-protective ventilation with ASV

- ✓ Supports the earliest possible spontaneous breathing by the patient^{1, 2}
- ✓ Shortens the ventilation time in various patient groups^{1, 2}

Your bedside assistant INTELLiVENT-ASV

- ✓ Requires fewer manual adjustments than conventional ventilation, consequently reducing the workload for the healthcare team³
- ✓ Follows the latest recommendations for lung-protective ventilation in terms of tidal volumes, driving pressure, and mechanical power^{4, 5, 6}

Lung assessment and recruitment with the P/V Tool Pro

- ✓ Hysteresis of the pressure/volume curve can be used for assessing the recruitability of the lung at the bedside⁷
- ✓ May reduce the need for assessing recruitability with a CT scan, when using the PV loop in early on-set ARDS⁸

Synchronization based on waveform analysis with IntelliSync+

- ✓ Waveform analysis is a reliable, accurate, and reproducible method for assessing patient-ventilator interaction⁹
- ✓ In terms of cycling, IntelliSync+ performs at least as well as ETS optimized by clinicians¹⁰

Automatic cuff pressure control with IntelliCuff

- ✓ Continuous cuff pressure control can decrease microaspiration and VAP^{11, 12}

Transpulmonary pressure measurement

- ✓ PEEP set based on transpulmonary pressure can improve compliance and oxygenation in ARDS patients¹³
- ✓ Transpulmonary pressure measurement can avoid the use of ECMO in the most severe patients¹⁴

¹ Kirakli C. Eur Respir J. 2011 Oct;38(4):774-80

² Chen CW. Respir Care. 2011 Jul;56(7):976-83

³ Bialais, E., et al., Minerva Anesthesiol, 2016, 82(6): p. 657-68

⁴ Arnal JM. Intensive Care Med Exp 2016, 4(Suppl 1):A602

⁵ Arnal, J.-M., M. Saoli, and A. Garnero, Heart & Lung: The Journal of Cardiopulmonary and Acute Care. 2019 Nov

⁶ Buiteman-Kruizinga LA. Crit Care Explor. 2021 Feb 15;3(2):e0335

⁷ Demory D. Intensive Care Med. 2008 Nov;34(11):2019-25

⁸ Chiumello D. Crit Care Med. 2020 Oct;48(10):1494-1502

⁹ Mojoli F. Intensive Care Med Exp 2016, 4(Suppl 1):A1168

¹⁰ Mojoli F. Intensive Care Med Exp 2016, 4(Suppl 1):A1164

¹¹ Lorente L. Critical Care. 2014;18(2):R77

¹² Nseir S. American Journal of Respiratory and Critical Care Medicine. 2011;184(9):1041-1047

¹³ Talmor D. N Engl J Med. 2008 Nov 13;359(20):2095-104

¹⁴ Grasso S. Intensive Care Med. 2012 Mar;38(3):395-403



Adaptive Support Ventilation (ASV)

adjusts respiratory rate, tidal volume, and inspiratory pressure continuously, depending on the patient's lung mechanics and effort. ASV adapts ventilation breath-by-breath, 24 hours a day, and from intubation to extubation.



INTELLiVENT-ASV, your bedside assistant

is an advanced ventilation mode based on ASV. The clinician defines the clinical goal for PetCO₂ and SpO₂. INTELLiVENT-ASV then adjusts CO₂ elimination and oxygenation, and keeps the patient within the predefined ranges. Quick Wean supports the clinician in weaning patients from mechanical ventilation.



P/V Tool Pro for lung assessment and recruitment

helps you assess recruitability and set PEEP based on respiratory mechanics. It also provides a repeatable method for quickly performing recruitment maneuvers.



IntelliSync+ keeps an eye on patient-ventilator synchrony

by continuously analyzing waveform shapes hundreds of times per second. This allows IntelliSync+ to detect patient efforts and cycling immediately, and initiate inspiration and expiration in real time. IntelliSync+ applies to invasive and noninvasive ventilation, regardless of the ventilation mode.



IntelliCuff pressure controller

continuously measures and automatically maintains the user-set cuff pressure of an endotracheal or tracheostomy tube in real time.



Transpulmonary pressure measurement

allows optimization of PEEP, tidal volume, and inspiratory pressure. Use it in combination with the P/V Tool Pro to assess lung recruitability more precisely and perform recruitment maneuvers.

Features and options



State-of-the-art ventilation modes



High-performance noninvasive ventilation (NIV)



Integrated high flow oxygen therapy



Remote access to HAMILTON-H900 controls and status



Integrated pneumatic and optional Aerogen nebulizer



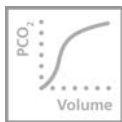
Integrated control for IntelliCuff pressure controller



Pulse oximetry (SpO₂ and pulse measurement)



Heliox therapy



Mainstream (volumetric) and sidestream capnography



Continuous monitoring of driving pressure



Serial interface for connection to PDMS or patient monitors



Configurable loops and trends



Adult, pediatric, and neonatal ventilation



Hot-swappable battery backup

From the ventilation specialist

E-learning

Hamilton Medical College provides free and open e-learning on mechanical ventilation and ventilators.

Join at: www.hamilton-medical.com/elearning.

Universal ventilator consumables

Our accessories and consumables are specially developed for the highest possible patient safety and ease of use. Choose between reusable and disposable parts according to your institutional policies.

Peripheral devices

Our ventilation portfolio includes an active humidifier, the HAMILTON-H900, as well as the automatic cuff pressure controller, IntelliCuff. Both devices may be used with all kinds of mechanical ventilators.





More information and free simulation software:
www.hamilton-G5.com



Manufacturer:

Hamilton Medical AG

Via Crusch 8, 7402 Bonaduz, Switzerland

☎ +41 58 610 10 20

info@hamilton-medical.com

www.hamilton-medical.com

689249.05

Specifications are subject to change without notice. Some features are options. Not all features are available in all markets. INTELLiVENT-ASV is not available in the US. For all proprietary trademarks and third-party trademarks used by Hamilton Medical AG see www.hamilton-medical.com/trademarks. ©2021 Hamilton Medical AG. All rights reserved.

Quote Date: 1/19/2026

Triton College
 2000 5th Avenue
 River Grove, Illinois 60171
 Attention: Hilary Vazquez
 (630) 544-0103

Demo

TC.1G5.011926.KH

Qty	PART #	DESCRIPTION	UNIT LIST PRICE	QUOTED PRICE	EXTENDED DISCOUNT	EXTENDED PRICE
1	159002D	HAMILTON-G5 DEMO Package	\$61,264.79	\$28,000.00	\$33,264.79	\$28,000.00
1	159136	HAMILTON-G5 OPTIONAL CO2 PREP KIT (NO CABLES)	\$508.67			Included
1	151815	DEMO LUNG ASSEMBLY, ADULT	\$70.19			Included
1	159052	HAMILTON-G5 USA Configuration	\$0.00			Included
1	159121	HAMILTON-G5 Standard Trolley	\$2,280.22			Included
1	159145	HAMILTON-G5 BASKET FOR TROLLEY	\$372.30			Included
1	281533	HAMILTON-G5/C6 Quick Positioning Support Arm w/ Non-Metal Tubing Holder	\$718.74			Included
1	52010	OXYGEN HOSE, DISS / DISS	\$82.68			Included
1	52020	AIR HOSE, DISS / DISS	\$108.57			Included
1	624674	HAMILTON-G5 Operators Manual USA	\$129.79			Included
1	59600	Clinical Training	\$2,163.20			Included
1	159135	HAMILTON-G5 Heliox Software Option (Order with 10085508)	\$0.00			Included
1	159695	HAMILTON-G5 High Flow O2 Therapy Application	\$3,121.19			Included
1	159148	AERONEB NEBULIZER PREPARATION KIT	\$2,249.57			Included
1	159189D	DEMO HAMILTON-G5 IntelliCuff Option (w/out tubes)	\$2,797.43			Included
1	70711	HUMIDIFIER EXTENDER BRACKET	\$46.68			Included
1	HMM-372	HELIOX HOSE DISS-DISS 4MM	\$159.06			Included
1	159042	HAMILTON-G5 IntelliSync+ Application	\$5,200.96			Included
1	159130	HAMILTON-G5 Neonatal Application	\$2,143.22			Included
1	159132	HAMILTON-G5 P/V Tool Pro Application	\$1,607.42			Included
1	159133	HAMILTON-G5 NCPAP Application	\$2,164.03			Included
1	10085508	HAMILTON-G5 Heliox Hardware Option (Order with 159135 & HMM-372)	\$5,554.19			Included
Sub Total						\$28,000.00
Trade-in						\$0.00
Sub Total						\$28,000.00
				Sales Tax	0.000%	\$0.00
				Shipping Charges		\$0.00
				Quantity Discount		\$0.00
Quote Total						\$28,000.00
Finance Option		No. of Periods (Months)	0	Monthly Payment		\$0.00

Comments: The quotation is for a HAMILTON-G5 DEMO unit.

Hamilton Medical Inc. Demo Units Terms and Conditions of Sale

- Prices**
Prices are in US Dollars.
- Payment terms**
NET 30 days after invoice date. Payment terms are not extended while waiting for the issuance of a credit.
- Freight terms**
FOB Destination for Ground Shipments, Expedited shipments are FOB Origin/PrePaid & Added.
- Warranty**
One (1) year parts and labor on demo ventilator equipment, six (6) month warranty on HAMILTON-H900 humidifiers and ninety (90) day warranty on any upgrade parts. Warranty does not cover blemishes or other imperfections not affecting performance. Extended Warranties are not available on demo equipment.
- Validity**
Ventilator prices quoted are valid 90 days from date of publication.
- Technical Support**

Twenty four-hour/seven days per week / three hundred sixty five days per year telephone technical support is provided at no charge for the life of the Hamilton Medical, Inc. equipment.

7. Special Conditions

Hamilton Medical, Inc. does not supply; the cables, hardware, software or middle ware needed to integrate Hamilton Medical equipment with any facilities current Hospital Information or Electronic Medical Record systems.

8. Trade-In Equipment

Quotations that include trade-in equipment; Hamilton Medical may offer a trade-in credit, per competitive ventilator, on a one-to-one basis. To receive the trade-in credit, the serial numbers for all trade-in devices must be included with the purchase order. A mutual agreement for the arrangement of the disposal/transfer of the trade-in ventilators needs to be made within 30 days after the delivery of the new equipment. All trade-in equipment must either be destroyed or released to an authorized Hamilton Medical representative within 60 days after the delivery of the new equipment. Failure to meet the stated dates will result in forfeiture of the total trade-in credit. Trade-in values may fluctuate based on market demand.

9. Delivery

Delivery based upon availability. Acceptance of purchase order is not a guarantee of fulfillment.

10. Advertising & Promotion

Hamilton Medical may include information about the use of Hamilton Medical products at through Hamilton Medical's distribution channels; including but not limited to, web sites, press releases and reference lists, in the form of text and/or photographic images. Prior to use and publication, all copy shall be forwarded for its approval, which approval shall not be unreasonably withheld or delayed.

11. Service Training Tuition

If applicable, service training tuition credits are valid for three years from the date of invoice. If the tuition is not used within three years, it will be forfeited and cancelled.

12. Financing

Monthly payment is based on credit approval. All submitted documentation must be satisfactory to Hamilton Medical Financial. Should you have any questions, please contact your Hamilton Account Manager.

13. Sales Tax

Sales tax will be included on quotations for facilities that do not have a tax exemption certificate on file with Hamilton Medical, Inc. If applicable, provide Hamilton Medical, Inc. with a current tax exemption certificate to receive a quotation without sales tax. Once a current tax exemption certificate is provided, Hamilton Medical, Inc. will update your account to reflect the tax exempt status.

All information and pricing contained in this agreement is legally privileged and/or CONFIDENTIAL information to be shared only between Hamilton Medical Inc. and the direct recipient of this quote. You are hereby notified that any dissemination, distribution or copying of this agreement and/or Exhibits outside of Hamilton Medical Inc. and employees is strictly prohibited.

Unit is a used or demonstration model and has the same operational and performance specifications as a new unit. Used or demo units are on a limited availability basis and on a first accepted P.O. basis. Used or demo units may have a few cosmetic imperfections on the exterior enclosure. Purchase orders can be placed via an e-mail to customer.service@hamiltonmedical.com.

Quote Date Monday, January 19, 2026
Quote Valid Until Monday, April 20, 2026
Account Manager Kathy Hickey
Account Manager Phone: (708) 834-1600
Account Manager Email Kathy.Hickey@hamiltonmedical.com

Phone:(775)858-3200
Fax:(775)856-5621
www.hamilton-medical.com

Version 17.4

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

Meeting of January 27, 2026

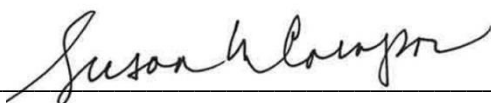
ACTION EXHIBIT NO. 13728

SUBJECT: 2026 COLLEGE FOR KIDS CAMP FOR SCHOOL DISTRICT 97

RECOMMENDATION: That the Board of Trustees approve an Agreement with Oak Park Elementary School District 97 (D97) to offer a “College for Kids Camp” for up to thirty (30) D97 students. The full-day camp will be offered on Triton College’s campus during D97’s spring break March 30-April 2, 2026. Friday Night Place will assume responsibility for student supervision and safety while students are on campus and during transportation. D97 will cover 100% of student tuition for eligible sixth through eighth grade students who qualify for free and reduced lunch, at a cost of \$205 per student which includes instruction, counselors, supplies, and lunch, not to exceed a total program cost of \$6,172. There is no cost to Triton College for this final Agreement.

RATIONALE: Triton College offering College for Kids provides D97 students with early exposure to a college campus, access to state-of-the-art labs, and hand-on learning experiences. This program supports Triton College’s mission of community engagement and workforce development. This is the third year of Triton engaging this camp with D97.

Submitted to Board by:



Dr. Susan Campos, Vice President of Academic Affairs

Board Officers’ Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes ☒ No ☐

AGREEMENT BETWEEN
ILLINOIS COMMUNITY COLLEGE DISTRICT 504
AND
BOARD OF EDUCATION OF OAK PARK ELEMENTARY SCHOOL DISTRICT 97

This Partnership Agreement Concerning the Career Exploration Program ("Agreement") is entered into as of the 28th day of January 2026, by and between the following parties: the Community College District 504, Cook County, Illinois, commonly known as Triton College ("Triton") and the Board of Education of Oak Park Elementary School District 97, Cook County, Illinois ("the District") (collectively, the "Parties").

RECITALS

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

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

WHEREAS, the parties seek to initially implement the Program during the District's spring break, from March 30 – April 2, 2026.

WHEREAS, the Parties shall collaborate to offer customized programming throughout the year that fits timeframes and durations that are convenient for the Parties, with the understanding that all parties shall, at their sole discretion, determine when Program offerings are convenient and may decline any offer that it deems to be inconvenient.

WHEREAS, the Parties wish to establish a long-term partnership that, contingent upon receipt of grant funding by any of the Parties, allows Triton to create customized programs that fit specific timeframes and that work best for the District and its students;

WHEREAS, in the future, the Parties may wish to expand the Program established in this Agreement to other timeframes or curriculum offerings;

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

- 1. INCORPORATION OF PREAMBLE RECITALS.** The above preamble recitals shall be considered a part of this Agreement and shall be binding upon the Parties hereto.
- 2. TRITON'S RESPONSIBILITIES.**
 - a. Program Design.** Triton shall design each Program so that District students have a variety of academic areas of study to choose from. The career exploration-based classes, taught by professionals in the field, will promote interactive learning through real-world application.

Curriculum will focus on building communication, teamwork, leadership, and content specific skills by implementing hands-on activities and group projects. Areas of study shall be offered based on the availability of instructors and class/lab space, in Triton's sole discretion.

- b. Advertising and Placement of Students.** Triton and the District shall collaborate to develop marketing information and a cohesive enrollment process, explaining the Program offerings and design that the District can use to advertise the Program to its students and families. Triton shall allow District students to select their top three areas of study and shall place District students in their highest available area of study based on availability. There shall be no financial obligation incurred by Triton in the development or distribution of the marketing materials or recruiting of students.
- c. Safety and Supervision.** For the purpose of ensuring student safety and supervision of District students during Program activities, Triton, shall also be solely responsible for its property (real property and personal property such as equipment and tools) while District students are on campus. Community-based organization, Fellowship Community Services, Inc. (a/k/a Friday Night Place) shall be solely responsible for safety and supervision, and shall assume an in loco parentis status over all students, including responsibility related to the education, care, and wellbeing of students at all times that students are present on Triton's campus and the care and wellbeing of students at all times that students are present on buses during transportation to and from Triton College, during attendance at Triton College, and during parent pick-up times at home middle schools. Triton College employees participating in the College for Kids program shall take all reasonable actions and care to provide assistance in monitoring the safety and supervision of participating students while present at Triton College." Triton College and Friday Night Place staff working with the Program will be required to complete background checks and fingerprint clearance prior to the start of the Program.

3. DISTRICT'S RESPONSIBILITIES

- a. Transportation.** The District shall provide transportation to and from Triton College from the District's middle schools. The District shall also provide any logistics necessary for the pickup and drop off locations.
- b. Safety and Supervision.** The District shall be solely responsible for conducting background checks on all Triton and Friday Night Place employees hired to participate in the camp and work directly with the students. Triton will be responsible for covering the cost of the background checks completed on behalf of Triton employees, but shall have no responsibility to review the result of the background investigation.
- c. Costs.** The total cost to operate the 2026 Spring Break College for Kids Camp is \$6,172, which includes tuition at a rate of \$205 per qualifying sixth through eighth grade students, as well as Triton College's Facilities and Operational fee. Tuition includes instruction, counselors, supplies, and lunch. The District shall be solely responsible for determining student eligibility for free/reduced lunch during the registration process. Total costs allocated to the District shall not exceed \$6,172. Final Payment may be made on or before Thursday, April 30, 2026.

4. TERM AND TERMINATION

- a. **Term.** This Agreement shall have an initial term of one year from the effective date. The Parties agree that that the initial Program offering will be from March 30 – April 2, 2026. hereafter, the Parties will collaborate to establish further dates, fees, and the scope of the Program offerings, in accordance with the terms of this Agreement. Any subsequent Program offerings for District students shall be subject to this Agreement and the written agreement of the authorized agents of the Parties.
- b. **Termination for Cause.** Should any party fail to meet one or more of its material obligations under this Agreement, and the parties do not resolve the matter informally, any party may give the written notice of its intent to terminate this Agreement for cause, citing the failures with specificity. Upon receipt of such notice, the party in breach shall have ten (10) days to cure the failures cited in the notice. Should the party in breach then fail to timely cure, the Agreement shall terminate for cause following issuance of subsequent notice of failure to cure.
- c. **Termination for Convenience.** Any party may terminate this Agreement for any reason by giving the other parties at least thirty (30) days' written notice, signed by the authorized agent of the terminating Party.

5. MISCELLANEOUS PROVISIONS

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

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

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

<u>Type</u>	<u>Limits</u>
Commercial General Liability	
Per Occurrence:	\$2,000,000
Aggregate:	\$5,000,000
Automobile Liability:	\$1,000,000 (combined single limit)

Workers' Compensation: Statutory Minimum

Umbrella / Excess: \$2,000,000 aggregate

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

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

Oak Park Elementary Schools District 97:

Patrick Robinson
Interim Superintendent
260 Madison Street
Oak Park, IL 60302
Tel: (708) 524-3000
ushah@op97.org

With a Copy to:

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

Community College District 504, Triton College:

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

With a Copy to:

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

assignable by the parties. There are no third-party beneficiaries to this Agreement.

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

IN WITNESS WHEREOF, the parties have executed this Agreement on or before, January 28, 2026.

Oak Park Elementary Schools District 97:

By: Crystal LeRoy
Crystal LeRoy, Feb 22, 2025, 09:57:11 CST

Date: Jan 12, 2026

Community College District 504, Triton College:

By: Mark R. Stephens, Board Chairman

Date: _____

AGREEMENT BETWEEN
ILLINOIS COMMUNITY COLLEGE DISTRICT 504
AND
FELLOWSHIP COMMUNITY SERVICES, INC. / FRIDAY NIGHT PLACE

This Partnership Agreement Concerning the Career Exploration Program ("Agreement") is entered into as of the 28th day of January, 2026, by and between the following parties: the Community College District 504, Cook County, Illinois, commonly known as Triton College ("Triton") and Fellowship Community Services, Inc., also known as Friday Night Place ("Friday Night Place") (collectively, the "Parties").

RECITALS

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

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

WHEREAS, the parties seek to initially implement the Program during the student's spring break, from March 30 – April 2, 2026.

WHEREAS, the Parties shall collaborate to offer customized programming throughout the year that fits timeframes and durations that are convenient for the Parties, with the understanding that all parties shall, at their sole discretion, determine when Program offerings are convenient and may decline any offer that it deems to be inconvenient.

WHEREAS, the Parties wish to establish a long-term partnership that, contingent upon receipt of grant funding by any of the Parties, allows Triton to create customized programs that fit specific timeframes and that work best for Friday Night Place and its students;

WHEREAS, in the future, the Parties may wish to expand the Program established in this Agreement to other timeframes or curriculum offerings;

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

1. **INCORPORATION OF PREAMBLE RECITALS.** The above preamble recitals shall be considered a part of this Agreement and shall be binding upon the Parties hereto.
2. **TRITON'S RESPONSIBILITIES.**
 - a. **Program Design.** Triton shall design each Program so that Friday Night Place students have a variety of academic areas of study to choose from. The career exploration-based classes, taught by professionals in the field, will promote interactive learning through real-world application.

Curriculum will focus on building communication, teamwork, leadership, and content specific skills by implementing hands-on activities and group projects. Areas of study shall be offered based on the availability of instructors and class/lab space, in Triton's sole discretion.

- b. **Advertising and Placement of Students.** Triton and Friday Night Place, shall collaborate to develop marketing information and a cohesive enrollment process, explaining the Program offerings and design that Friday Night Place can use to advertise the Program to its students and families. Triton shall allow Friday Night Place students to select their top three areas of study and shall place Friday Night Place students in their highest available area of study based on availability. There shall be no financial obligation incurred by Triton in the development or distribution of the marketing materials or recruiting of students.
- c. **Safety and Supervision.** For the purpose of ensuring student safety and supervision of all students during Program activities, Triton, shall also be solely responsible for its property (real property and personal property such as equipment and tools) while students are on campus. Triton College staff working with the Program will be required to complete background checks and fingerprint clearance prior to the start of the Program.

3. FRIDAY NIGHT PLACE'S RESPONSIBILITIES

- a. **Student Sign-Up.** Friday Night Place shall be responsible for circulating initial information regarding the scope of the Program and dates of the Program to parents/guardians and shall obtain parent/guardian consent for student participation, including completion of any Triton College provided forms or waivers. Friday Night Place shall assist in facilitating any subsequent requests for information between Triton and Friday Night Place students/parents/guardians, including additional forms, contracts, and contact information.
- b. **Safety and Supervision.** Friday Night Place and Triton College shall be jointly responsible for safety and supervision, and shall assume an in loco parentis status over all students, including responsibility related to the education, care, and wellbeing of students at all times that students are present on Triton's campus and the care and wellbeing of students at all times that students are present on buses during transportation to and from Triton College, during attendance at Triton College, and during parent pick-up times at home middle schools. Triton College employees participating in the College for Kids program shall take all reasonable actions and care to provide assistance in monitoring the safety and supervision of participating students while present at Triton College." Friday Night Place staff working with the Program will be required to complete background checks and fingerprint clearance prior to the start of the Program.
- c. **Costs.** The 2026 Spring Break College for Kids Camp shall serve no more than thirty (30) students in grades sixth through eighth and shall not exceed \$6,172. Friday Night Place shall be responsible for covering the costs of tuition (which includes instruction, materials, supplies, and lunch) for sixth through eighth grade students who do not qualify for free or reduced lunch. Friday Night Place shall also be responsible for covering any fees accrued after the contributions of District 97 at \$205 per student, up to a total of \$6,172 for any sixth through eighth grade students who qualify for free or reduced lunch. District 97 shall be solely responsible for determining those students who qualify for free/reduced lunch during the registration process. Payment can be made in installments or in one lump sum with final total payment being made on or before Thursday, 30th, April, 2026.

4. TERM AND TERMINATION

- a. **Term.** This Agreement shall have an initial term of one year from the effective date. The Parties agree that the initial Program offering will be from March 30-April 2, 2026. Thereafter, the Parties will collaborate to establish further dates, fees, and the scope of the Program offerings, in accordance with the terms of this Agreement. Any subsequent Program offerings for Friday Night Place students shall be subject to this Agreement and the written agreement of the authorized agents of the Parties.
- b. **Termination for Cause.** Should any party fail to meet one or more of its material obligations under this Agreement, and the parties do not resolve the matter informally, any party may give the written notice of its intent to terminate this Agreement for cause, citing the failures with specificity. Upon receipt of such notice, the party in breach shall have ten (10) days to cure the failures cited in the notice. Should the party in breach then fail to timely cure, the Agreement shall terminate for cause following issuance of subsequent notice of failure to cure.
- c. **Termination for Convenience.** Any party may terminate this Agreement for any reason by giving the other parties at least thirty (30) days' written notice, signed by the authorized agent of the terminating Party.

5. MISCELLANEOUS PROVISIONS

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

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

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

<u>Type</u>	<u>Limits</u>
Commercial General Liability	
Per Occurrence:	\$2,000,000
Aggregate:	\$5,000,000
Automobile Liability:	\$1,000,000 (combined single limit)

Workers' Compensation: Statutory Minimum
Umbrella / Excess: \$2,000,000 aggregate

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

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

Fellowship Community Services, Inc.
Deacon Wiley H. Samuels, Jr.
Executive Director
1106 Madison St., 2nd Fl.
Oak Park, IL 60302
wileyhsam@gmail.com

Community College District 504, Triton College:
Dr. Susan Campos
Vice President, Academic Affairs
2000 Fifth Avenue
River Grove, IL 60171
Tel: (708) 456-0300
susancampos@triton.edu

With a Copy to:

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

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

IN WITNESS WHEREOF, the parties have executed this Agreement on or before, January 28, 2026.

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

**Deacon Wiley H. Samuels, Jr.
M.S.W., M.A.C.D.
Executive Director**

By: Wiley H. Samuels Jr.

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

By: _____
Mark R. Stephens, Board Chairman

Date: _____

Date: FRIDAY, 09 JAN. 2026: 4:40PM (CST)

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

Meeting of January 27, 2026

ACTION EXHIBIT NO. 17329

**SUBJECT: INCREASE IN CONTRACTUAL TUITION FOR COURSES OFFERED
FOR IUOE LOCAL 399 EDUCATIONAL TRAINING FUND**

RECOMMENDATION: That the Board of Trustees approve the attached increase of tuition rates for Facilities Engineering Technology (FET) and other select courses offered by Triton College for the International Union of Operating Engineers Local 399 (IUOE) Educational Training Fund ("Fund"). The rates in this Agreement will become effective spring semester 2026.

RATIONALE: Per the existing Agreement between parties in the A/E #14805 (December 2011), the Agreement between the College and the Fund can be negotiated annually. The last pricing modification was approved with A/E #16051 (January 2018). The new rates reflect increased costs to the college.

Submitted to Board by: _____


Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes ☐ No ☒

Proposed increase in IUOE Local 399 ETF credit and noncredit pricing effective 2026:

Credit FET	Current Rates	Proposed Rates
FET 101	\$ 7,011	\$ 7,339
FET 105	\$ 7,011	\$ 7,339
FET 110	\$ 7,011	\$ 7,339
FET 115	\$ 7,011	\$ 7,339
FET 125	\$ 7,011	\$ 7,339
FET 135	\$ 7,011	\$ 7,339
FET 140	\$ 4,374	\$ 4,543
FET 201	\$ 3,014	\$ 3,144
FET 210	\$ 7,011	\$ 7,339
FET 215	\$ 7,011	\$ 7,339
FET 220	\$ 7,011	\$ 7,339
FET 225	\$ 7,011	\$ 7,339
FET 230	\$ 3,014	\$ 3,144
FET 231	\$ 7,011	\$ 7,339
FET 232	\$ 4,374	\$ 4,693
FET 235	\$ 4,374	\$ 4,543
FET 236	\$ 4,374	\$ 4,693
FET 237	\$ 4,374	\$ 4,693
FET 240	\$ 4,374	\$ 4,543
FET 241	\$ 4,374	\$ 4,693
FET 242	\$ 4,374	\$ 4,693
FET 245	\$ 4,374	\$ 4,543
FET 246	\$ 4,374	\$ 4,693
FET 247	\$ 4,374	\$ 4,693
FET 250	\$ 3,014	\$ 3,153
FET 260	\$ 4,374	\$ 4,693
FET 261	\$ 4,374	\$ 4,693
FET 262	\$ 4,374	\$ 4,693
MAT 122	\$ 4,075	\$ 4,429

Noncredit ACR/TEC	Current Rates	Proposed Rates
ACR E40	\$ 1,110	\$ 1,170
ACR E45	\$ 2,261	\$ 2,366
TEC E72	\$ 3,996	\$ 4,204
TEC E74	\$ 3,330	\$ 3,509
TEC E87	\$ 1,110	\$ 1,170
TEC E88	\$ 3,996	\$ 4,211
TEC E95	\$ 1,110	\$ 2,366

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

Meeting of January 27, 2026

ACTION EXHIBIT NO. 17330

SUBJECT: ANTHOLOGY BLACKBOARD APPLICATION RENEWAL

RECOMMENDATION: That the Board of Trustees approve a five-year renewal Agreement with Anthology. This Agreement provides the Blackboard SaaS Course Delivery Application and Hosting Services. The terms of this Agreement will run from July 1, 2026 through June 30, 2031, for a cost of \$350,832 in FY27; \$360,661 in FY28; \$370,834 in FY29; \$379,859 in FY30; \$389,155 in FY31 for a total cost to the College of \$1,851,341.

RATIONALE: The Blackboard platform will be licensed on a Software as a Service (SaaS) model, and Anthology will provide software and technical support for Blackboard's application, "twenty-four hour server monitoring" and "problem resolution services" over the five-year renewal term. All software upgrades are available at no further expense for the duration of the Agreement term. Triton College's eLearning Course Delivery System is critical, it provides the College with the essential tools for development of effective practices and strategies for online learning and student success. Purchase of data processing software is exempt from bidding by Illinois state statute (110 ILCS 805/3-27.1(f)).

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

Board Officers' Signatures Required:

<hr/> Mark R. Stephens Chairman	<hr/> Tracy Jennings Secretary	<hr/> Date
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Related forms requiring Board signature: Yes ☒ No ☐



This Anthology Order Form ('Order Form') by and between **Blackboard LLC** ('Anthology') and **Triton College** ('Customer') details the terms of Customer's use of the products and services set forth below ('Product and Pricing Summary'). This Order Form shall become effective on the Effective Date. This Order Form, together with the Anthology Master Agreement located at <https://www.anthology.com/agreements/msa> and incorporated by this reference, form the entire agreement between the parties in respect to the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by the Customer, any product or service provided by Anthology to the Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Anthology Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Anthology, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Software & Services Product and Pricing Summary

Period Number	Total (USD)
Period 1	USD 350,832.00
Period 2	USD 360,661.00
Period 3	USD 370,834.00
Period 4	USD 379,859.00
Period 5	USD 389,155.00
Contract Total	USD 1,851,341.00

Period 1				
Qty	Product Code	Product Name	Dates	Net Total (USD)
5	LSS.MH.SAAS1TB.S	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 1 Purchased Storage: 1024 GB	01-Jul-2026 to 30-Jun-2027	USD 0.00
1	TLL.3S.WBCNFSAAS.S	WEB CONF SAAS DEPLOYMENT Entitlements for Period 1 FTE: 4,001 - 8,000 FTE Purchased Storage: 1024 GB Purchased Minutes: 60000000	01-Jul-2026 to 30-Jun-2027	USD 60,000.00
5	TLL.3S.ADDSTG1TU.S	ADDITIONAL 1TB ULTRA STORAGE Entitlements for Period 1 Purchased Storage: 1024 GB	01-Jul-2026 to 30-Jun-2027	USD 10,000.00
1	PKG.SMT.ALYBBL	PKG- ANTH ALLY - LRN Entitlements for Period 1 FTE: 4,001 - 8,000 FTE	01-Jul-2026 to 30-Jun-2027	USD 20,800.00
1	ALY.SW.LEARN.S	ANTH ALLY FOR LEARN Entitlements for Period 1 FTE: 4,001 - 8,000 FTE	01-Jul-2026 to 30-Jun-2027	USD Included - PKG.SMT.ALYBBL
1	LSS.SW.SAASU2.S	BLACKBOARD LEARN SAAS PLUSUSER Entitlements for Period 1 Users: 12000 Purchased Storage: 1024 GB	01-Jul-2026 to 30-Jun-2027	USD 260,032.00
Period 1 Total				USD 350,832.00

Period 2				
Qty	Product Code	Product Name	Dates	Net Total (USD)
5	LSS.MH.SAAS1TB.S	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 2 Purchased Storage: 1024 GB	01-Jul-2027 to 30-Jun-2028	USD 0.00
1	TLL.3S.WBCNFSAAS.S	WEB CONF SAAS DEPLOYMENT Entitlements for Period 2 FTE: 4,001 - 8,000 FTE Purchased Storage: 1024 GB Purchased Minutes: 60000000	01-Jul-2027 to 30-Jun-2028	USD 60,000.00
5	TLL.3S.ADDSTG1TU.S	ADDITIONAL 1TB ULTRA STORAGE Entitlements for Period 2 Purchased Storage: 1024 GB	01-Jul-2027 to 30-Jun-2028	USD 10,000.00
1	PKG.SMT.ALYBBL	PKG- ANTH ALLY - LRN Entitlements for Period 2 FTE: 4,001 - 8,000 FTE	01-Jul-2027 to 30-Jun-2028	USD 21,528.00
1	ALY.SW.LEARN.S	ANTH ALLY FOR LEARN Entitlements for Period 2 FTE: 4,001 - 8,000 FTE	01-Jul-2027 to 30-Jun-2028	USD Included - PKG.SMT.ALYBBL
1	LSS.SW.SAASU2.S	BLACKBOARD LEARN SAAS PLUSUSER Entitlements for Period 2 Users: 12000 Purchased Storage: 1024 GB	01-Jul-2027 to 30-Jun-2028	USD 269,133.00
Period 2 Total				USD 360,661.00

Period 3				
Qty	Product Code	Product Name	Dates	Net Total (USD)
5	LSS.MH.SAAS1TB.S	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 3 Purchased Storage: 1024 GB	01-Jul-2028 to 30-Jun-2029	USD 0.00
1	TLL.3S.WBCNFSAAS.S	WEB CONF SAAS DEPLOYMENT Entitlements for Period 3 FTE: 4,001 - 8,000 FTE Purchased Storage: 1024 GB Purchased Minutes: 60000000	01-Jul-2028 to 30-Jun-2029	USD 60,000.00
5	TLL.3S.ADDSTG1TU.S	ADDITIONAL 1TB ULTRA STORAGE Entitlements for Period 3 Purchased Storage: 1024 GB	01-Jul-2028 to 30-Jun-2029	USD 10,000.00
1	PKG.SMT.ALYBBL	PKG- ANTH ALLY - LRN Entitlements for Period 3 FTE: 4,001 - 8,000 FTE	01-Jul-2028 to 30-Jun-2029	USD 22,281.48
1	ALY.SW.LEARN.S	ANTH ALLY FOR LEARN Entitlements for Period 3 FTE: 4,001 - 8,000 FTE	01-Jul-2028 to 30-Jun-2029	USD Included - PKG.SMT.ALYBBL
1	LSS.SW.SAASU2.S	BLACKBOARD LEARN SAAS PLUSUSER Entitlements for Period 3 Users: 12000 Purchased Storage: 1024 GB	01-Jul-2028 to 30-Jun-2029	USD 278,552.52
Period 3 Total				USD 370,834.00

Period 4				
Qty	Product Code	Product Name	Dates	Net Total (USD)
5	LSS.MH.SAAS1TB.S	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 4 Purchased Storage: 1024 GB	01-Jul-2029 to 30-Jun-2030	USD 0.00
1	TLL.3S.WBCNFSAAS.S	WEB CONF SAAS DEPLOYMENT Entitlements for Period 4 FTE: 4,001 - 8,000 FTE Purchased Storage: 1024 GB Purchased Minutes: 60000000	01-Jul-2029 to 30-Jun-2030	USD 60,000.00
5	TLL.3S.ADDSTG1TU.S	ADDITIONAL 1TB ULTRA STORAGE Entitlements for Period 4 Purchased Storage: 1024 GB	01-Jul-2029 to 30-Jun-2030	USD 10,000.00

Period 4				
Qty	Product Code	Product Name	Dates	Net Total (USD)
1	PKG.SMT.ALYBBL	PKG- ANTH ALLY - LRN Entitlements for Period 4 FTE: 4,001 - 8,000 FTE	01-Jul-2029 to 30-Jun-2030	USD 22,949.92
1	ALY.SW.LEARN.S	ANTH ALLY FOR LEARN Entitlements for Period 4 FTE: 4,001 - 8,000 FTE	01-Jul-2029 to 30-Jun-2030	USD Included - PKG.SMT.ALYBBL
1	LSS.SW.SAASU2.S	BLACKBOARD LEARN SAAS PLUSUSER Entitlements for Period 4 Users: 12000 Purchased Storage: 1024 GB	01-Jul-2029 to 30-Jun-2030	USD 286,909.08
Period 4 Total				USD 379,859.00

Period 5				
Qty	Product Code	Product Name	Dates	Net Total (USD)
5	LSS.MH.SAAS1TB.S	SAAS ADDITIONAL STORAGE 1TB Entitlements for Period 5 Purchased Storage: 1024 GB	01-Jul-2030 to 30-Jun-2031	USD 0.00
1	TLL.3S.WBCNFSAAS.S	WEB CONF SAAS DEPLOYMENT Entitlements for Period 5 FTE: 4,001 - 8,000 FTE Purchased Storage: 1024 GB Purchased Minutes: 60000000	01-Jul-2030 to 30-Jun-2031	USD 60,000.00
5	TLL.3S.ADDSTG1TU.S	ADDITIONAL 1TB ULTRA STORAGE Entitlements for Period 5 Purchased Storage: 1024 GB	01-Jul-2030 to 30-Jun-2031	USD 10,000.00
1	PKG.SMT.ALYBBL	PKG- ANTH ALLY - LRN Entitlements for Period 5 FTE: 4,001 - 8,000 FTE	01-Jul-2030 to 30-Jun-2031	USD 23,638.42
1	ALY.SW.LEARN.S	ANTH ALLY FOR LEARN Entitlements for Period 5 FTE: 4,001 - 8,000 FTE	01-Jul-2030 to 30-Jun-2031	USD Included - PKG.SMT.ALYBBL
1	LSS.SW.SAASU2.S	BLACKBOARD LEARN SAAS PLUSUSER Entitlements for Period 5 Users: 12000 Purchased Storage: 1024 GB	01-Jul-2030 to 30-Jun-2031	USD 295,516.58
Period 5 Total				USD 389,155.00

B. Terms

- 1. The Initial Term of this Order Form shall include all Periods included in the Software & Services Product and Pricing Summary above.
- 2. Following the Initial Term, this Order Form shall renew automatically for successive periods of one (1) year each (each a "Renewal Term"), unless and until Customer provides Anthology, or Anthology provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
- 3. Effective Date: 01-Jul-2026

C. Payment Terms

- 1. All initial and subsequent payments shall be due NET30. Unless otherwise stated, all prices are in United States currency.
- 2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

D. Special Provisions

In Process

Sales Approved: Julie Belleau-Lindemann

Initial:


Sales Approved:

Initial:

Customer: Triton College
Signature:

Name: Mark R Stephens
Title: Board Chairman
Date:

Blackboard LLC
Signature:



Name: Michael Pohorylo
Title: Chief Legal Officer
Date: 07-Jan-2026

Anthology does not require a PO for the purchase or payment of the products on this Order Form. If your organization requires a PO in addition to this signed contract, please provide all known information here. If a PO will be issued after signature, indicate 'Pending' in the PO Number field.
PO Number: PO Amount:
Attach PO or send PO to Operations@anthology.com (Optional):
Attach Tax Exemption (Optional):

Invoicing
Send Invoices via email to:
1. Name: Email:
2. Name: Email:
3. Name: Email:

In Process

TRITON COLLEGE
DISTRICT #504

SCHEDULE B48.09
VOLUME XLVIII
January 27, 2026

Mobile X-Ray Machine & C-Arm

The following firms have been invited to submit bids for a Mobile X-Ray Machine & C-Arm. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Nine (9) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:00 p.m. local time, Thursday, November 18, 2025, the bids were publicly opened and read aloud in room A-300 by Danielle Stephens, Purchasing Manager and witnessed by Belen Hernandez, Purchasing Assistant.

COMPANY	NET COST
Medical Imaging Sales (Mobile X-Ray Machine) PO Box 5006 35595 Curtis Blvd, Suite C Eastlake, OH 44095	\$32,500.00
Brown Medical Imaging (C-Arm) 14315 C Circle Omaha, NE 68144	\$70,000.00

It is recommended that the Board of Trustees accept the proposal submitted by Medical Imaging Sales & Brown Medical Imaging 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	06-10405003-580600005
A/C Name	STN-PERKINS-Health Career : Equipment-Instructional > 5K

Budget	\$	173,515.00
Prev. Expend	\$	0.00
Schedule	\$	102,500.00
Balance	\$	71,015.00

Memorandum

January 7, 2026

To: Sean Sullivan
V.P. Business Services

From: Danielle Stephens
Purchasing Manager

RE: Mobile X-Ray & C-Arm Equipment Bid
Results

Triton College received 6 bids from vendors for the purchase of a Mobile X-Ray unit and a C-Arm imaging system.

With careful review by the department, I would recommend that the Mobile X-Ray purchase be awarded to **Medical Imaging Sales** in the Total Bid amount of **\$32,500.00**, and that the C-Arm purchase be awarded to **Brown Medical Imaging** in the Total Bid amount of **\$70,000.00**.

Triton College

Request for Sealed Bids

Mobile X-Ray Machine and C-Arm

November 4, 2025

I. GENERAL INFORMATION

1. INTRODUCTION:

- a. The College is requesting pricing for Mobile X-Ray Machine and C-Arm based on the specifications shown in Attachment B. This equipment will be used to provide students with hands-on training in real-world imaging scenarios and experiments within a Radiology Lab. Pricing is to remain firm and in effect for a period of 60 days from the award of the bid

2. INTENT:

- a. The intent of this Sealed Bid (herein "BID") is to award the purchase Mobile X-Ray Machine and C-Arm to the lowest responsive and responsible bidder who complies with the Bid submission requirements. **However, the College reserves the right to award items separately in accordance with the lowest responsive and responsible bid for each item, as determined to be in the best interest of the College.**

3. AUTHORIZED DEALER:

- a. All vendors must be either a manufacturer or a manufacturers' authorized dealer. Dealers MUST supply a copy of their authorized dealer's certification with the BID. Failure to do so may result in the rejection of your BID

4. REQUESTS FOR INFORMATION

- a. All questions regarding this Sealed Bid must be submitted in writing to the Purchasing Manager, Danielle Stephens at daniellestephens@triton.edu or faxed to (708) 583-3112. The preferred method to submit questions is via e-mail with the questions attached in a Microsoft Word document. Written questions may be submitted (either e-mail or fax) until Tuesday November 11, 2025. The Purchasing Manager will not respond to questions posed in any other manner or format (i.e. via telephone).
- b. Specifications and ANY and ALL addendums will be posted to the following website:
- c. www.triton.edu/rfp
- d. Bidder is responsible for checking website for any issued addendums.
- e. **Vendors may only contact the Purchasing Manager regarding this Sealed Bid.** Award will be made to the lowest responsive and responsible bidder whose bid complies with the written specifications.

5. SCHEDULE OF EVENTS:

<u>Event</u>	<u>Date</u>
a. BID Issued	November 4, 2025
b. Deadline for BID Written Questions	November 11, 2025
c. BID Due Date 1:00 p.m. Central Standard Time	November 18, 2025,

6. BID DUE DATE, TIME AND LOCATION:

- i. One (1) hard copy of vendor's sealed bid are due Thursday **November 18, 2025 by 1:00 p.m.**, and must be received at the following location:

Triton College
Purchasing Department – Learning Resource Center A306
2000 Fifth Avenue
River Grove, Illinois 60171

- ii. Late Bid's will not be considered. Bid's will not be accepted via fax. Bid must be sealed and labeled on the outside of the package to clearly indicate that it is in response to Sealed Mobile X-Ray Machine and C-Arm. Failure to provide pricing in the formats specified may be grounds for finding your Bid non-responsive.
- iii. Vendors may submit their Sealed Bid any time prior to the above stated deadline. The formal Bid opening will be held in the Boardroom beginning at 1:00 p.m. All Vendors are invited to attend, but attendance is not mandatory.

Attachment A

REQUEST FOR SEALED BID FORM COVER PAGE

The undersigned acknowledges receipt of:

Request for Sealed Bid: **Mobile X-Ray Machine and C-Arm**

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Company Name	
Address	
City/Zip	
Phone Number	
Fax Number	

ADDENDA

The undersigned hereby acknowledges receipt of the following. Addenda and has included the provisions of same in this response. (List by number and date appearing on each addendum)

Addendum No. Dated

The Vendor Acknowledges:

1. That he/she understands the specifications
2. That he/she has the equipment, technical ability, personnel and facilities to accommodate the BID in accordance with the specifications
3. That the specifications are, in his/her opinion, appropriate and adequate for said project.
4. That he/she will conform to and abide by the decision of the college as to selection of Vendor.

Legal Name of person, corporation, partnership
or joint venture

If Corporation, affix Corporate Seal

Dated _____, 20____.

Signature and Title

If a Corporation

NAME

ADDRESS

President _____
Secretary _____
Treasurer _____

Corporation, State of _____

If a Partnership

NAME OF PARTNERS

ADDRESS

If a Joint Venture

NAME OF MEMBERS

ADDRESS

Envelopes containing BID and other required documents must be sealed, marked and addressed as follows:

Mark in lower left-hand corner:

REQUEST FOR SEALED BID –**Mobile X-Ray Machine and C-Arm**

ADDRESS

TRITON COLLEGE
ROOM A 306/PURCHASING DEPARTMENT
BUSINESS OFFICE
2000 FIFTH AVENUE
RIVER GROVE, IL 60171

Attachement B

Mobile X-Ray Machine and C-Arm

1. Mobile X-ray Machine: Operates at full power with no power connection
2. Mobile X-ray Machine: Completely mobile with electronic breaks.
3. Mobile X-ray Machine: Dual Motor Drive
4. Mobile X-ray Machine: DR Panel with charger
5. C-Arm: Internal DICOM 3.0 Interface (Store, Print, Query)
6. C-Arm: 9 or 12" intensifier
7. C-Arm: Rotating Anode
8. C-Arm: High Frequency Generator with Pulsed Fluoroscopy
9. C-Arm: Dual Monitors with cart
10. C-Arm: DICOM: interface, worklist, query, and store.

Mobile X-Ray Machine and C-Arm**Bid Tabulation: Tuesday, November
18, 2025 at 1:00 p.m.**

Mobile X-Ray Machine			
Vendor	Brown Medical Imaging	Med Imaging Sales	MRX Imaging, Inc
Make & Model:	No Bid	Sedecal SM-40/PZ DR	GE AMX 4+ & Radmedix
Base BID :	\$	\$ 32,000.00	\$ 31,875.00
Software and Support :	\$	Included	\$ 1,525.00
Other Cost :	\$	N/A	N/A
Shipping and Handling Fees :	\$	\$ 500.00	\$ 3,120.00
Total BID :		\$ 32,500.00	\$ 36,520.00

C-Arm			
Vendor	Brown Medical Imaging	Med Imaging Sales	MRX Imaging, Inc
Make & Model :	GE OEC 9800 9" C-Arm Refurbished	GE OEC Medical 9900 Elite	GE OEC 9800 12" C-Arm Refurbished
Base BID :	\$ 70,000.00	\$ 69,500.00	\$ 52,812.50
Software and Support :	Included	Included	\$ 1,950.00
Other Cost :	N/A	N/A	N/A
Shipping and Handling Fees :	Included	\$ 500.00	\$ 2,500.00
Total BID :	70,000.00	\$ 70,000.00	\$ 57,262.50

Mobile X-Ray Machine and C-Arm

Mobile X-Ray Machine			
Vendor	Southwest Medical Equipment, Inc.	GE Healthcare	Phillips
Make & Model:	GE XR-220 Otima Refurbished	AMX Navigate	Phillips Radiography 7000 M
Base BID :	\$ 39,800.00	\$ 99,000.00	\$ 120,000.00
Software and Support :	Included	\$ 2,441.00	\$ -
Other Cost :	\$ (5,970.00)	N/A	\$ -
Shipping and Handling Fees :	Included	Included	\$ -
Total BID :	\$ 33,830.00	\$ 101,441.00	\$ 120,000.00

C-Arm			
Vendor	Southwest Medical Equipment, Inc.	GE Healthcare	Phillips
Make & Model :	GE OEC Medical 9900 Elite Refurbished	GE OEC 9900 Elite C-Arm Refurbished	Phillips Zenition 50 Mobile C-Arm
Base BID :	\$ 75,000.00	\$ 54,900.00	\$ 125,850.40
Software and Support :	Included	\$ 3,000.00	\$ -
Other Cost :	\$ (11,250.00)	N/A	\$ -
Shipping and Handling Fees :	Included	Included	\$ -
Total BID :	\$ 63,750.00	\$ 57,900.00	\$ 125,850.40

Southwest Medical
P.O. Box 8
Broken Arrow, OK 74013

Tristate Biomedical Solutions
201 Industrial Dr
Franklin, OH 45005

NDC Medical
P.O. Box 5006
Willowick, OH 44095

Dicom Solutions
4909 Murphy Canyon Rd
Suite 120
San Diego, CA 92123

GE Precision Healthcare
300 N Grandview Blvd
Waukesha, WI 53188

Siemens Healthineers
221 Gregson Dr
Willow Springs, NC 27511

Proximus Medical
9892 E 121st St
Fishers, IN 46037

DMS Health Technologies
728 E Beaton Dr
Suite 101
West Fargo, ND 58078

Universal Medical, Inc.
720 Brooker Creek Blvd
Suite 220
Oldsmar, FL 34677

TRITON COLLEGE
DISTRICT #504

SCHEDULE B48.10
VOLUME XLVIII
January 27, 2026

Summer 2026 Triton College Continuing Education Guide


The following firms have been invited to submit bids for printing the Summer 2026 Triton College Continuing Education Guide. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Thirty-one (31) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:00 p.m. local time, Tuesday, January 6, 2026, the bids were publicly opened and read aloud in room A-300 by Danielle Stephens, Purchasing Manager and witnessed by Belen Hernandez, Purchasing Assistant.

COMPANY	NET COST
Woodward Printing Services 11 Means Dr Platteville, WI 53818	\$22,698.78

It is recommended that the Board of Trustees accept the proposal submitted by Woodward Printing Services 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	\$ 293,000.00
Prev. Expend	243,634.00
Schedule	22,698.72
Balance	26,667.22

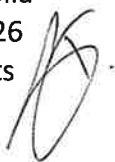
MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 01/07/26

Re: Bid Results



Four printers submitted a bid for the printing of the Summer 2026 Triton College CE Guide. These bids are based on printing 144,000 copies at 20 pages plus cover. The cover prints four-color on 80# Gloss Enamel Text and the body prints four-color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddle stitching, storage and simplified mailing.

The bid is as follows:

FCL Graphics, Inc.	\$23,652
Indiana Printing and Publishing Company	\$22,842
Woodward Printing	\$22,698.78

Accepting the bid from Woodward Printing is recommended.

SPECIFICATIONS

Name

Summer 2026 Triton College CE Guide

Pages

Please provide quote for 20 pages plus cover;
quote cost of plus or minus four-page signatures.

Quantity

144,000; give price for additional M's.

Size

Tabloid format: 8.25" x 10.75".

Ink

Cover: Four color process. Body: Four color process.

Paper

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

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

Bleeds

Cover bleeds four sides. Body does not bleed. (Finished trim size is 8.25" x 10.75".)

Bindery

Saddle Stitch.

Copy

Files provided via email approximately March 5, 2026.

Proofs

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

First Delivery

143,500 schedules to be prepared for simplified mailing and delivered approximately April 2, 2026, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine, IL 60095-9997.

Second Delivery

500 schedules are to be delivered approximately April 2, 2026, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

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. DRIVER MUST PRESENT ONE SAMPLE COPY TO THE POST OFFICE UPON ARRIVAL/DROPOFF. THE PALLETS MARKED FOR VARIOUS TOWNS/ZIP CODES SHOULD HAVE THE SLIP OR IDENTIFYING TAG ON THE OUTSIDE OF ALL PACKING. IT CANNOT BE COVERED BY PLASTIC OR ANY OTHER MATERIAL.

Quote cost per thousand for simplified mailing.

Printer MUST provide Triton College with a CASS-certified Mailing List or subscription 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 CANNOT make any exceptions to these requirements.)

Printer should furnish to Tim Bagby at Triton College, Room 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 Tim Bagby at timbagby.edu or (708) 456-0300, Ext. 3475.

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.

Summer 2026 - Triton College Continuing Ed Guide		Bid Opening Tuesday, January 6, 2026 at 1:00 pm	
Company Name:	FCL Graphics	Woodward Printing Services	Indiana Printing & Publishing Co
144,000 copies, 20 pages plus cover	\$ 23,652.00	\$ 20,698.78	\$ 22,842.00
Additional signatures + 4	\$ 26,832.00	\$ 737.56	\$ 712.00
+ 8	\$ 27,530.00	\$ 1,428.48	\$ 1,491.00
+ 16	\$ 32,244.00	\$ 4,850.51	\$ 3,654.00
Less signatures - 4	\$ 19,894.00	\$ 879.71	\$ 802.00
- 8	\$ 19,896.00	\$ 901.31	\$ 1,521.00
- 16	\$ 16,026.00	N/A	N/A
Additional M's	\$ 150.00	\$ 165.87	Included
Ink: Cover: 4 color (process) Body: 1 color Black	Included	Included	Included
Alternate : Cover: 4 color (process). Body: 4 color(process)	Included	\$ 21,518.56	Included
Paper: Cover: 80# Gloss Enamel Text	Included	Included	Included
Body: 30# Newsprint	Included	Included	Included
Bindery	Included	Included	Included
Copy	Included	Included	Included
Proofs	Included	Included	Included
Delivery	Included	\$ 2,000.00	Included
Simplified mailing	Included	Included	Included
Total Bid	\$ 23,652.00	\$ 22,698.78	\$ 22,842.00

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

Reindl Printing, Inc.
1300 Johnson St
Merrill, WI 54452

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

Color Art
1325 N Warson Rd
St. Louis, MO 63132

American Speedy Printing Centers
9832 Franklin Ave
Franklin Park, IL 60131

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

North Shore Printers
535 S Sheridan Rd
Waukegan, IL 60085

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

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

RR Donnelley
1536 Bourbon Parkway
Streamwood, IL 60107

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

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

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

Envision3
225 Madsen Dr
Bloomington, IL 60108

Viking Printing
613 E. Indian School Road
Phoenix, AZ 85012

Custom Bindery 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

Consolidated Printing Company, Inc.
2070 Carboy Rd
Mt. Prospect, IL 60056

Grace Printing & Mailing
3425 Cleveland St
Skokie, IL 60076

M & G Graphics
3500 W 38th St
Chicago, IL 60632

Doxim
600 Satellite Blvd NW
Suwanee, GA 30024

TRITON COLLEGE
DISTRICT #504

SCHEDULE B48.11
VOLUME XLVIII
January 27, 2026

Summer 2026 Triton College Credit Schedule

The following firms have been invited to submit bids for printing the Summer 2026-Triton College Credit Schedule. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Thirty-one (31) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Tuesday, January 6, 2026, the bids were publicly opened and read aloud in room A-300 by Danielle Stephens, Purchasing Manager and witnessed by Belen Hernandez, Purchasing Assistant.

COMPANY	NET COST
Indiana Printing & Publishing Co 775 Indian Springs Rd Indiana, PA 15701	\$22,847.00

It is recommended that the Board of Trustees accept the proposal submitted by Indiana Printing & Publishing Co 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	\$ 293,000.00
Prev. Expend	266,332.72
Schedule	22,847.00
Balance	3,820.28

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 01/07/26

Re: Bid Results



Three printers submitted a bid for the printing of the Summer 2026 Triton College Credit Schedule. These bids are based on printing 145,000 copies at 20 pages plus cover. The cover prints four-color on 80# Gloss Enamel Text and the body prints four color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddle stitching, storage and simplified mailing.

The bid is as follows:

FCL Graphics Inc.	\$23,765
Woodward Printing	\$23,650.39
Indiana Printing and Publishing	\$22,847

Accepting the bid from Indiana Printing and Publishing is recommended.

SPECIFICATIONS

Name

Summer 2026 Triton College Credit Schedule

Pages

Please provide quote for 20 pages plus cover;
quote cost of plus or minus four-page signatures.

Quantity

145,000; give price for additional M's.

Size

Tabloid format; 8.25" x 10.75"

Ink

Cover: Four color process. Body: Four color process.

Paper

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

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

Bleeds

Cover bleeds four sides. Body does not bleed. (Finished trim size is 8.25" x 10.75.")

Bindery

Saddlestitch.

Copy

Files provided via email approximately Feb 5, 2026.

Proofs

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

First Delivery

1,500 schedules are to be delivered approximately March 5, 2026, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

Second Delivery

143,500 copies to be prepared for simplified mailing and delivered approximately March 5, 2026, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine, IL 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. DRIVER MUST PRESENT ONE SAMPLE COPY TO THE POST OFFICE UPON ARRIVAL/DROPOFF. THE PALLETS MARKED FOR VARIOUS TOWNS/ZIP CODES SHOULD HAVE THE SLIP OR IDENTIFYING TAG ON THE OUTSIDE OF ALL PACKING. IT CANNOT BE COVERED BY PLASTIC OR ANYTHING ELSE.

Quote cost per thousand for simplified mailing.

Printer MUST provide Triton College with a CASS-certified Mailing List or subscription 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)

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

Summer 2026 - Triton College Credit Schedule	Bid Opening Tuesday, January 6, 2026 at 1:30 pm		
Company Name:	FCL Graphics	Woodward Printing Services	Indiana Printing & Publishing Co
145,000 copies, 20 pages plus cover	\$ 23,765.00	\$ 21,650.00	\$ 22,842.00
Additional signatures + 4	\$ 26,974.00	\$ 864.09	\$ 712.00
+ 8	\$ 26,672.00	\$ 1,642.55	\$ 1,491.00
+ 16	\$ 31,411.00	\$ 5,567.28	\$ 3,654.00
Less signatures - 4	\$ 19,996.00	\$ 1,181.72	\$ 802.00
- 8	\$ 19,997.00	\$ 1,981.24	\$ 1,521.00
- 16	\$ 16,101.00	N/A	N/A
Additional M's	\$ 150.00	\$ 168.02	\$ 142.76
Ink: Cover: 4 color (process) Body: 1 color Black	Included	\$ 21,650.39	Included
Alternate : Cover: 4 color (process). Body: 4 color(process)	Included	Included	Included
Paper: Cover: 80# Gloss Enamel Text	Included	Included	Included
Body: 30# Newsprint	Included	Included	Included
Bindery	Included	Included	Included
Copy	Included	Included	Included
Proofs	Included	Included	Included
Delivery	Included	\$ 2,000.00	Included
Simplified mailing	Included	Included	Included
Total Bid	\$ 23,765.00	\$ 23,650.39	\$ 22,842.00

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

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Mt. Prospect, IL 60056

Midstates Inc
4820 Capital Ave NE
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535 S Sheridan Rd
Waukegan, IL 60085

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

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

RR Donnelley
1536 Bourbon Parkway
Streamwood, IL 60107

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

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

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

Envision3
225 Madsen Dr
Bloomington, IL 60108

Viking Printing
613 E. Indian School Road
Phoenix, AZ 85012

Custom Bindery Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

FLC Graphics Inc.
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Harwood Heights, IL 60706

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

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775 Indian Springs Rd
Indiana, PA 15701

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Skokie, IL 60076

M & G Graphics
3500 W 38th St
Chicago, IL 60632

Doxim
600 Satellite Blvd NW
Suwanee, GA 30024

Radiology Equipment Replacement at Building F

1 firm submitted a bid for the Radiology Equipment Replacement – Building F 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, January 15, 2026, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and Gaspare Pitrello, Arcon Associates, Inc. and witnessed by Steve Mazurek and James Pechacek, Maintenance, Danielle Stephens, Purchasing, and Brian Schmitt, Arcon Associates, Inc.

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

COMPANY
Browns Medical Imaging
14315 C Circle
Omaha, NE 68144

NET COST
\$213,950.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	06-30305024-580600005
A/C Name	Equipment Instructional Path Grant

FY26 Budget	\$	183,889.00
Prev. Expend.	\$	0.00
Schedule	\$	213,950.00
Balance	\$	(30,061.00)

A/C Number	02-70900501-580400005
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A/C Name	Construction Building Remodeling >50K
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FY26 Budget	\$	7,355,804.00
Prev. Expend.	\$	3,625,296.98
Schedule	\$	30,061.00
Balance	\$	3,700,446.02

Memorandum

January 19, 2026

To: Sean Sullivan
V.P. Business Services

Operations & Maintenance

From: John Lambrecht
Associate Vice President, Facilities



RE: Radiology Equipment Replacement – Building F

Triton College received 1 bid for the Radiology Equipment Replacement – Building F Project.

The lowest, qualified bidder was Browns Medical Imaging, in the Base Bid amount of \$213,950.00.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to Browns Medical Imaging, in the Base Bid amount of \$213,950.00.

I support this recommendation and agree that the bid should be awarded to Browns Medical Imaging, in the Base Bid amount of \$213,950.00.

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

John



January 19, 2026

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

RE: **BID RECOMMENDATION
RADIOLOGY EQUIPMENT REPLACEMENT – BUILDING F
TRITON COLLEGE
PROJECT NO. 25163**

Dear Mr. Lambrecht:

On Thursday, January 15, 2026, at 2:30 P.M. one (1) sealed bid was publicly opened and read for the Radiology Equipment Replacement – Building F project. The qualified bidder is Browns Medical Imaging in the Base Bid amount of \$213,950. The Base Bid includes the project contingency.

We have contacted Browns Medical Imaging and they have confirmed their bid. The project requirements were reviewed and Browns Medical Imaging demonstrated an understanding of the Scope of Work and project timeline. They have successfully completed numerous similar projects. The bid amount was within the project budget.

Therefore, ARCON recommends that the Board of Trustees, Triton College award a contract to the qualified bidder, Browns Medical Imaging in the Base Bid amount of \$213,950.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

Gaspare P. Pitrello, ALA
Principal

Attachments

BS/rac
J:\Triton College\25163 Radiology Equipment Replacement\1 Docs\Corr\25163L001.docx