



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, October 18, 2022

- I. CALL TO ORDER** October 18, 2022 at 6:30 p.m.
Boardroom (A-300)
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LIX**
Minutes of the Regular Board Meeting of September 27, 2022, No. 4
- 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
 - 16805 Budget Transfers
 - 16806 Heartland Business Systems – Purchase of Laptop Computers and Chargers
 - 16807 S.E.E.D. Student Community Work Experience Partnership Agreements
 - B. Bills and Invoices

C. 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

D. Human Resources Report

XIV. COMMUNICATIONS – INFORMATION

A. Human Resources Information Materials

B. Informational Material

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:52 p.m. The following roll call was taken.

Present: Ms. Naidelin Alvarez, Mr. Tracy Jennings, Mr. Rich Regan,
Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Ms. Norma Hernandez, Mr. Glover Johnson, Mrs. Elizabeth Potter.

APPROVAL OF BOARD MINUTES

Ms. Viverito made a motion, seconded by Mr. Regan, to approve the minutes of the Regular Board Meeting of August 23, 2022. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

Mr. Stephens commented that there will be no Closed Session held this evening.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

TCFA Vice President Daniele Manni provided an update on the taskforce looking at the registration process and class cancellation. The group is clarifying procedures and policies and wants to increase communication, have a rubric for cancellation, and provide students the ability to enroll in other classes.

Mid-Management Association President Dorota Krzykowska reported that mid-managers continue to assist students with late-start course registration and connecting students with campus resources, and also expressed concern about the number of vacancies and people leaving the institution.

Adjunct Faculty Association President Bill Justiz reported that he was elected as Adjunct Faculty Association President for two more years, and he is looking forward to Fall Family Fun Fest on Saturday.

STUDENT SENATE REPORT

TCSA President Whitney Romero reported that the annual Corn Roast and Movie on the Mounds events were successful, and announced that TCSA and PTK are partnering with other community colleges in a charity Walk for Wishes on October 16.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month and reviewed items pertaining to academic and student affairs, and are in support of those items.

Finance/Maintenance & Operations

Mr. Jennings reported that the committee met on September 14, reviewed thirteen new business items and one purchasing schedule, and forwarded all to the Board with a recommendation for approval.

ADMINISTRATIVE REPORT

None.

PRESIDENT'S REPORT

President Mary-Rita Moore reported that Fall Family Fun Fest is back in person this year and she looks forward to welcoming the community back to campus on Saturday, October 1. She thanked all of the employees who have been planning and working on the event.

CHAIRMAN'S REPORT

Chairman Mark Stephens reported that he met with a local legislator who was receptive to the idea of Triton assisting students who drop out of high school. Although planning is ongoing and the Chairman is leaving the details up to educational experts at the College, he described the original concept of bringing a cohort of students together to earn both a high school diploma and an associate degree in five years. Chairman Stephens firmly believes that it is the College's duty to serve the educational needs of all individuals in the district, and that community colleges have the flexibility to make a bold move to help its residents. He plans to be in further dialog on this issue with President Moore before the end of the year.

NEW BUSINESS

ACTION EXHIBITS

16790 Approval of FY 2022 Audit

Christine Torres from Crowe LLP, our auditors, reported that the FY 22 Audit is overall a good audit, with an unmodified opinion and no exclusions. The Business Office was congratulated for their work.

16791 Certification of Chargeback Reimbursement for FY 2023

16792 Approval of FY 2023 Annual Budget

16793 FY 2023 Student Activities Budget and Expenditures

16794 PMA's Financial Advisory Agreement – Consideration of Refinancing Bonds

It was reported that if the refinancing of the bonds is successful, the college stands to save \$1.2 million.

16795 Charter Bus Transportation Service

16796 VWR Lab Furniture Purchase for D-210 Plus Lab

16797 Pitney Bowes Service Agreement

16798 Facility Fee Waiver: Green Town

16799 Authorization for Release and Sale of College Property at the Obenauf Online Auction

16800 Disposal of Obsolete Computer Equipment

16801 Agreement with 5-Star Interpreting

16802 Agreement with Rosemont Theatre

Chairman Stephens reported that he owns a cleaning company that cleans the Rosemont Theatre, and he doesn't charge for this event, and in fact, absorbs all of the costs. A letter to that effect will be on file with this Action Exhibit in the Office of the President.

16803 Educational Training Agreement with Mercedes-Benz USA, LLC

16804 Curriculum Committee Recommendations

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

PURCHASING SCHEDULES

B45.02 Spring 2023 Triton College Districtwide Combined Schedule

Ms. Viverito made a motion to approve the Purchasing Schedule, seconded by Mr. Regan. Voice vote carried the motion unanimously.

BILLS AND INVOICES

Mr. Jennings made a motion, seconded by Mr. Regan, to pay the Bills and Invoices in the amount of \$1,104,903.09.

Roll Call Vote:

Affirmative: Ms. Alvarez, Mr. Jennings, Mr. Regan, Mr. Stephens, Ms. Viverito.

Absent: Ms. Hernandez, Mr. Johnson, Mrs. Potter.

Motion carried 4-0 with the Student Trustee voting yes.

CLOSED SESSION

The Board did not move to Closed Session.

HUMAN RESOURCES REPORT

1.0 Faculty

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve pages 1 and 2 of the Human Resources Report, items 1.1.01 through 1.5.05. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve pages 3 through 8 of the Human Resources Report, items 2.1.01 through 2.7.01. Voice vote carried the motion unanimously.

3.0 Administration

There is no action on page 9 of the Human Resources Report.

4.0 Classified, Police & Engineers

Mr. Regan made a motion, seconded by Mr. Jennings, to approve pages 10 through 12 of the Human Resources Report, items 4.1.01 through 4.4.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Ms. Viverito made a motion, seconded by Mr. Regan, to approve pages 13 through 15 of the Human Resources Report, items 5.1.01 through 5.5.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Mr. Jennings made a motion, seconded by Mr. Regan, to approve pages 16 through 19 of the Human Resources Report, items 6.1.01 through 6.2.14. Voice vote carried the motion unanimously.

7.0 Other

Ms. Viverito made a motion, seconded by Mr. Jennings to approve page 20 of the Human Resources Report, items 7.1.01 through 7.3.01. Voice vote carried the motion unanimously.

ADJOURNMENT

There being no further business before the Board, the Chairman asked for a motion to adjourn. Motion was made by Ms. Viverito to adjourn the meeting, seconded by Mr. Regan. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:17 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Tracy Jennings
Board Secretary

Susan Page
Susan Page, Recording Secretary

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

Meeting of October 18, 2022

ACTION EXHIBIT NO. 16805

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 2023
FOR THE PERIOD 09/1/22 to 9/30/22**

FROM		
ID#	AREA	ACCT #
EDUCATION FUND		
1	Mathematics	01-10101010-550200010
2	Radiologic Technology	01-10401040-540600005

TO		
AREA	ACCT #	AMOUNT
Mathematics	01-10101010-540600010	\$ 400.00
Radiologic Technology	01-10401040-550300005	650.00
TOTAL EDUCATION FUND		\$ 1,050.00

FROM		
ID#	AREA	ACCT #
RESTRICTED FUND		
3	ICCB Innovative Bridge	06-20205002-590200000

TO		
AREA	ACCT #	AMOUNT
ICCB Innovative Bridge	06-20205002-510200005	\$ 2,004.00
TOTAL RESTRICTED FUND		\$ 2,004.00

TOTAL PROPOSED BUDGET TRANSFERS \$ 3,054.00

Budget Transfer Form

Dollar Amount

\$400

From what Budget Account

01 10101010 550200010

Object Code Description

Mathematics: Prof Dev- Travel - in state

To what Budget Account

01 10101010 540600010

Mathematics: Prof Dev- Publications Dues

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

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

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

All of the professional development funds allocated contractually to full time faculty are in the "Travel-in state" budget line. The funds I am requesting to be transferred from here are being used for professional development in the form of dues and publications. The funds are not needed in "In Staet Travel" because these professional development funds are being used for membership dues.

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

There are no funds in the Prof-Dev- Publication and Dues account. Funds are needed in this account to pay for dues. Specifically, funds are needed to pay the membership dues for AMATYC (American Mathematical Association of Two Year Colleges) for me, Beth Dunn.

Required Signatures

Requestor

DocuSigned by:
Beth Dunn 9/26/2022

Cost Center Manager

DocuSigned by:
Beth Dunn 9/26/2022

Associate Dean (If Applicable)

DocuSigned by:
Derek Salinas-Lazarski 9/26/2022

Dean (If Applicable)

DocuSigned by:
Jeanette Bartley 9/26/2022

Associate Vice President

DocuSigned by:
Paul Jensen 9/26/2022

Area Vice President

DocuSigned by:
Susan Campos 9/26/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *JK*

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

VP of Business Services: *SP* 9/27/22

Entered by: *BL416D* 9/28/22

Budget Transfer Form

Dollar Amount \$650.00

From what Budget Account 01 - 10401040 - 540600005 Object Code Description Publication & Dues

To what Budget Account 01 - 10401040 - 550300005 Travel- Out State

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:
 More funds are needed to cover Radiology site visitor accommodations in Travel- Out State.
 Fewer funds are needed in Publication & Dues due to less accreditation fee requirements.

Explain specifically why additional funds are needed in the receiving account:
 Additional funds are needed to cover the Radiologic Technology site visit fee.

Required Signatures

Requestor	DocuSigned by: <i>Linda Martinez</i>	8/25/2022
Coct Center Manager	DocuSigned by: <i>Mary Elkins</i>	8/25/2022
Associate Dean (If Applicable)	DocuSigned by: <i>Ty Perkins</i>	8/26/2022
Dean (If Applicable)	DocuSigned by: <i>Pamela Harmon</i>	8/26/2022
Associate Vice President	DocuSigned by: <i>Paul Jensen</i>	8/29/2022
Area Vice President	DocuSigned by: <i>Susan Campos</i>	8/29/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____ *MR*

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

VP of Business Services: *Susan* 9/27/22

Entered by: BL419 DS 9/28/22

Budget Transfer Form

Dollar Amount

\$2004

From what Budget Account

06 20205002 59020000

Object Code Description

ICCB Bridge: Student Grants and Scholarships

To what Budget Account

06 20205002 51020005

ICCB Bridge: Prof/Tech Full-Time

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? Gerardo Porras-Nava

Include Attachments: Yes No

Rationale:

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

Fewer funds are needed for Student Grants and Scholarships for the ICCB IBT SEED grant due to confirmed tuition.

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

More funds are needed in Professional/Tech-Full-Time for the ICCB IBT SEED grant.

Required Signatures

Requestor

DocuSigned by: Hilary Meyer 9/22/2022

Cost Center Manager

DocuSigned by: Hilary Meyer 9/22/2022

Associate Dean (If Applicable)

DocuSigned by: Hilary Meyer 9/22/2022

Dean (If Applicable)

DocuSigned by: Denise Jones 9/22/2022

Associate Vice President

DocuSigned by: Jodi Koslow Martin 9/22/2022

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant:

[Signature]

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

[Signature]

VP of Business Services:

[Signature] 9/27/22

Entered by: BL6414 DS 9/28/22

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

Meeting of October 18, 2022

ACTION EXHIBIT NO. 16806

**SUBJECT: HEARTLAND BUSINESS SYSTEMS – PURCHASE OF LAPTOP
COMPUTERS AND CHARGERS**

RECOMMENDATION: That the Board of Trustees approve the purchase of one hundred (100) HP Probook 250 G8 laptop computers and twenty (20) extra laptop chargers from Heartland Business Systems (HBS) for a total cost of \$82,605.

RATIONALE: This equipment will be used by Adult Education students who do not have access to the technology they need to participate in online or HyFlex ESL and GED courses. Heartland Business Systems (HBS) is the designated HP governmental and educational desktop computer vendor for Triton College. Purchases of data processing equipment and software are exempt from bidding by state statute. HP price increases were scheduled to be effective October 1, 2022, but HBS agreed to honor last year's price for Triton College if approved by the Board of Trustees at the October Board meeting.

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

HP ProBook 250 G8 x 100

Quote #285993 v1



Prepared For:
Triton Community College District 504
 Christopher Hordorwich
 2000 Fifth Avenue
 River Grove, IL 60171
 P: (708) 779-4601
 E: chrishordorwich@triton.edu

Prepared By:
Chicago Illinois Office
 Mauri Spampinato
 5400 Patton Drive Suite 4B
 Lisle, IL 60532
 P: (630) 452-7382
 E: mspampinato@hbs.net

Date Issued:
09.07.2022
 Expires:
09.29.2022

Probook 250 G8's with 3Y Warranty		Price	Qty	Ext. Price
5T9L0UT#ABA	PROMO 250 G8 I5-1135G7 15.6 16G 256 W11P	\$779.00	100	\$77,900.00
U9BA4E	3YR PICKUP RET NB ONLY SVC	\$45.00	100	\$4,500.00
Subtotal				\$82,400.00

Non-Returnable/Non-Refundable Language

HPI Note:
 Customer understands that all orders for HP Inc. are final when accepted by HP Inc.. No cancellations, returns, exchanges or refunds are allowed.

Quote Summary	Amount
Probook 250 G8's with 3Y Warranty	\$82,400.00
Total:	\$82,400.00

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. QT.2021.v1.0

Acceptance

Chicago Illinois Office
Triton Community College District 504

Mauri Spampinato

Signature / Name

09/07/2022

Date

Signature / Name

Initials

Date

Qty. 20 - AC Adapters for ProBook 250 G8's

Quote #285995 v1



Prepared For:

Triton Community College District 504

 Christopher Hordorwich
 2000 Fifth Avenue
 River Grove, IL 60171

P: (708) 779-4601

E: chrishordorwich@triton.edu

Prepared By:

Chicago Illinois Office

 Mauri Spampinato
 5400 Patton Drive Suite 4B
 Lisle, IL 60532

P: (630) 452-7382

E: mspampinato@hbs.net

Date Issued:

09.07.2022

Expires:

09.29.2022

AC Adapters		Price	Qty	Ext. Price
4B424AV	CTO 120 W SMART PFC SLIM AC ADPT	\$10.25	20	\$205.00
Subtotal				\$205.00

Non-Returnable/Non-Refundable Language
HPI Note:

Customer understands that all orders for HP Inc. are final when accepted by HP Inc.. No cancellations, returns, exchanges or refunds are allowed.

Quote Summary	Amount
AC Adapters	\$205.00
Total:	\$205.00

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. QT.2021.v1.0

Acceptance

Chicago Illinois Office
Triton Community College District 504

Mauri Spampinato

Signature / Name

09/07/2022

Date

Signature / Name

Initials

Date

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

Meeting of October 18, 2022

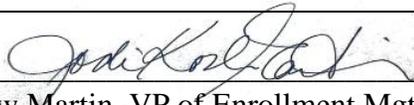
ACTION EXHIBIT NO. 16807

**SUBJECT: S.E.E.D. STUDENT COMMUNITY WORK EXPERIENCE
PARTNERSHIP AGREEMENTS**

RECOMMENDATION: That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program; Community Work Experience Partnership Agreement, with the following employers: Village of Franklin Park; Brookfield Zoo-SSA Group, Walgreens-Store #9600, and the Veterans Park District. Student compensation, if any, is at the discretion of the employer. The Agreement shall automatically renew annually, unless cancelled by either party. The employers will work with Triton enrolled S.E.E.D. students at no cost to the College.

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

Submitted to Board by: _____


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

Board Officers' Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

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

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

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

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

Employer Partner shall:

- Provide the student with a 75-hour on-site work experience within from 10/10/22 until 12/16/22. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
• Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
• Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
• Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
• Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
• Not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

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

FOR EMPLOYER:

FOR TRITON COLLEGE, in an official capacity only:

Edw
TITLE Eduardo Duran - Rodriguez
Emerging Store Manager

Mark R. Stephens, Chairman
Tracy Jennings, Secretary

DATE: 8/17

DATE:

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

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

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

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

Employer Partner shall:

- Provide the student with a 75-hour on-site work experience within from Oct 2022 until Dec 2022
This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
• Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
• Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
• Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
• Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
• Not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

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

FOR EMPLOYER:

TITLE

[Handwritten signature]

TITLE Village President
DATE: 09/07/22

FOR TRITON COLLEGE, in an official capacity only:

Mark R. Stephens, Chairman

Tracy Jennings, Secretary

DATE:

Brookfield Zoo
AARON

Triton College
Center for Access and Accommodative Services
S.E.E.D.
Skill Enhancement & Employee Development

Community Employment Experience
Employment Supervisors

Your interest in the Triton College S.E.E.D. program and the students who are working to develop employment skills that will aide them in seeking independent employment in the near future is greatly appreciated.

Students enrolled in the S.E.E.D. program are working to become self-reliant individuals who will be prepared to compete within the workforce and have the ability to sustain employment to be able to live independently.

Students are required to engage in a community employment experience as part of the requirements of the S.E.E.D. employment skills program. The goal is for the student to apply the skills they have learned in the classroom as they participate in a community employment environment. Students are required to establish skill goals with their supervisor, complete a minimum of **Seventy-five hours** at the employment site and complete the required documentation to receive credit.

The enclosed documentation of the students employment hours and learning objectives are to be completed and reviewed by the student and their supervisor before submitting it to the Triton College Center for Access and Accommodative Services (CAAS) office room A 125 or caas@triton.edu.

Documented work hours and the Community Employment Experience Feedback forms must be submitted for students to receive credit towards their certificate.

Complete this form within the first week of the student beginning their Employment Experience and submit it to the CAAS office at caas@triton.edu or room A 125.

Employers are encouraged to contact the CAAS Director or SEED Instructor with any questions and/or concerns at (708) 456-0300 Ext. 3917.

Student Name _____

Student Phone _____ Student email _____

Company Name The SSA Group @ Brookfield Zoo

Address 8400 W. 31st St. Phone (708) 688-8527

Supervisor Name Julie Podjaski Email Juliepodjaski@thessagroup.com

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

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

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

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

Employer Partner shall:

- Provide the student with a 75-hour on-site work experience within from October 25, 2022 until January 10, 2023. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

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

FOR EMPLOYER:

FOR TRITON COLLEGE, in an official capacity only:

TITLE

[Handwritten Signature]

Mark R. Stephens, Chairman

TITLE Executive Director

Tracy Jennings, Secretary

DATE: 10-12-2022

DATE: _____