



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, December 20, 2022**

- I. CALL TO ORDER** December 20, 2022 at 6:00 p.m.  
Boardroom, A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LIX**  
Minutes of the Board Audit Committee of November 15, 2022, No. 6  
Minutes of the Regular Board Meeting of November 15, 2022, No. 7
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
  - A. Board Policy – First Reading
    - Business Services
    - Business Services New Policy 3000 - Financial Operations
    - Business Services Policy Updates
  
    - Student Affairs
    - 5115 Residence

B. Action Exhibits

- 16823 Budget Transfers
- 16824 2022 Tax Levy
- 16825 Certification of Compliance with Truth in Taxation Act
- 16826 Resolution Abating Taxes Levied for Debt Service on Series 2020A, Series 2020B, and Series 2020C Bonds
- 16827 Facility Fee Waiver: West 40 (Date Adjustment)
- 16828 Ratification of Classified Negotiated Agreement 2023-2027
- 16829 Engagement of Arnstein & Lehr LLP - Litigation
- 16830 Amendment to Agreement with MacNeal Hospital
- 16831 Curriculum Committee Recommendations

C. Purchasing Schedules

D. Bills and Invoices

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

F. Human Resources Report

**XIV. COMMUNICATIONS – INFORMATION**

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

**XV. ADJOURNMENT**

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the Audit Committee (a Committee of the Whole) of the Board of Trustees to order in the Triton College Boardroom at 6:36 p.m. Following the pledge of allegiance, roll call was taken.

Present: Ms. Naidelin Alvarez, Ms. Norma Hernandez, Mr. Tracy Jennings,  
Mr. Glover Johnson, Mr. Rich Regan, Mrs. Elizabeth Potter,  
Mr. Mark Stephens. Ms. Diane Viverito.

**CITIZEN PARTICIPATION**

None.

**AUDIT COMMITTEE**

Vice President of Business Services Sean Sullivan introduced Christine Torres, partner with the College auditors, Crowe, LLP. Trustees received the following documents: Management Letter, Financial Report and Auditor Communication memo, Single Audit Report, Professional Standards Letter, and Audit Booklet. Ms. Torres reported that there were no significant items identified during the audit. The Management Letter has no points and is clean. Ms. Torres concluded that this was a comprehensive audit with much testing performed, and she thanked the Business Office and all of the departments involved.

**ADJOURNMENT**

Motion was made by Ms. Viverito to adjourn the Board Audit Committee meeting, seconded by Mr. Johnson. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 6:41 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Tracy Jennings  
Board Secretary

Susan Page  
Susan Page, Recording Secretary

**CALL TO ORDER/ROLL CALL**

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

Present: Ms. Naidelin Alvarez, Ms. Norma Hernandez, Mr. Tracy Jennings,  
Mr. Glover Johnson, Mr. Rich Regan, Mrs. Elizabeth Potter,  
Mr. Mark Stephens, Ms. Diane Viverito.

**APPROVAL OF BOARD MINUTES**

Mrs. Potter made a motion, seconded by Mr. Johnson, to approve the minutes of the Regular Board Meeting of October 18, 2022. Voice vote carried the motion unanimously.

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

None.

**REPORTS/ANNOUNCEMENTS – Employee Groups**

Faculty Association President Leslie Wester commented that many faculty are concerned about having to do more with less, citing faculty leaving for other institutions or stepping down from extra duty. Ms. Wester expressed a need for working together to find a solution to “stop the burnout,” noting that by working together, a pilot was developed to address the issue of early cancellation of classes.

Mid-Management Association President Dorota Krzykowska reported that mid-managers are also feeling a level of burnout, noting that since September 2020, thirty mid-managers (out of a group of 65-67) have left the college. Ms. Krzykowska congratulated the managers and other staff for the successful Men of Color Conference held recently.

Classified Association President Renee Swanberg reported that classified are looking forward to their first contract negotiations session on Thursday. She reported that many classified volunteered to work orientation sessions, and are looking forward to the Festival of Trees in December. Ms. Swanberg wished everyone a happy Thanksgiving.

Adjunct Faculty Association President Bill Justiz congratulated everyone for a successful Fall Family Fun Fest, noting that it was accomplished collaboratively and had a huge impact in the community.

**STUDENT SENATE REPORT**

TCSA President Whitney Romero reported on a successful Walk for Wishes event, with forty-two students attending, and exceeding their fund-raising goal with \$4,100. He thanked everyone for their donations and support. Mr. Romero reported that he and Student Trustee Alvarez recently attended an ICCB student committee and will be putting together an advocacy team for state funding. He also discussed health services for students and the



TimelyCare app that helps students track down resources. He thanked Dean Julia Willis for the group therapy sessions with TRIUMPH and SURGE to help them understand about mental health and the program.

## **BOARD COMMITTEE REPORTS**

### Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month, reviewed items pertaining to academic and student affairs, and are in support of those items. She also reported that the December committee meeting has been moved to December 14 due to a scheduling conflict.

### Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on November 2, reviewed fourteen new business items and two purchasing schedules, and forwarded all of the items to the Board with a unanimous recommendation for approval.

## **ADMINISTRATIVE REPORT**

None.

## **PRESIDENT'S REPORT**

President Mary-Rita Moore reported that in this season of giving thanks and of giving, she is thankful for so many things being done at Triton. With her appreciation, she gave a shout out to colleagues in radiology following a visit with the radiology accreditors, to HIA students and Chef Manny Uribe for their support at a recent District 89 fundraiser, and to AVP Michael Garrity and his tech team who worked over the weekend to upgrade to new servers. Ms. Moore is looking forward to greeting business educators as the Business Department hosts a Region 4 business school conference on campus in December.

President Moore wished all a happy Thanksgiving.

## **CHAIRMAN'S REPORT**

Chairman Mark Stephens commented that the holidays make him think of family and his gratitude for time spent with them. Mr. Stephens wished everyone a wonderful Thanksgiving.

## **NEW BUSINESS**

### ACTION EXHIBITS

**16808 Budget Transfers**

**16809 Facility Fee Waiver: West 40 #1**

**16810 Facility Fee Waiver: West 40 #2**

**16811 Weatherproofing Technologies, Inc. FY 23 Services**

**16812 COTG – Purchase and Installation of Smart Technology for Classroom Technology Refresh**

**16813 Probo Medical – Purchase of Refurbished Ultrasound Machine**

**16814 S.E.E.D. Student Community Employee Experience (McDonald's – Berwyn)**

**16815 S.E.E.D. Student Community Employee Experience (McDonald's – Schiller Park)**

- 16816 2023 Payflex FSA Administrative Services Fees
- 16817 2023 Blue Cross Blue Shield PPO Premium Rates
- 16818 2023 Blue Cross Blue Shield HMO Premium Rates
- 16819 2023 Delta Dental PPO Premium Rates
- 16820 2023 Delta Dental Voluntary Plan Premium Rates
- 16821 2023 Employee Health Insurance Co-Premiums
- 16822 Naming of the George T. Jorndt Athletic Complex

Mr. Stephens noted that the naming ceremony for the George T. Jorndt Athletic Complex will take place on November 21, 2022. He stated that Dr. Jorndt, as former College President, was important to the school, and he hopes everyone takes time to attend the event.

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

#### PURCHASING SCHEDULES

##### **B45.13 Industrial Grade Robotic Welding Systems**

##### **B45.14 Turbine Electric Hub Troubleshooting Learning System**

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

#### BILLS AND INVOICES

Mrs. Potter made a motion, seconded by Ms. Hernandez, to pay the Bills and Invoices in the amount of \$4,208,140.45.

Roll Call Vote:

Affirmative: Ms. Hernandez, Mr. Jennings, Mrs. Potter, Mr. Regan, Mr. Stephens.

Absent: Ms. Alvarez, Mr. Johnson, Ms. Viverito.

Motion carried 7-0 with the Student Trustee voting yes.

#### **CLOSED SESSION**

The Board did not move to Closed Session.

#### **HUMAN RESOURCES REPORT**

##### **1.0 Faculty**

Mr. Regan made a motion, seconded by Ms. Viverito, to approve page 1 of the Human Resources Report, items 1.1.01 through 1.4.01. Voice vote carried the motion unanimously.

##### **2.0 Adjunct Faculty**

Mrs. Potter made a motion, seconded by Mr. Johnson, to approve pages 2 and 3 of the Human Resources Report, items 2.4.01 through 2.6.02. Voice vote carried the motion unanimously.

##### **3.0 Administration**

No action on page 4 of the Human Resources Report.

**4.0 Classified, Police & Engineers**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 5 and 6 of the Human Resources Report, items 4.1.01 through 4.8.01. Voice vote carried the motion unanimously.

**5.0 Mid-Management**

Mr. Regan made a motion, seconded by Mr. Jennings, to approve pages 7 and 8 of the Human Resources Report, items 5.1.01 through 5.6.01. Voice vote carried the motion unanimously.

**6.0 Hourly Employees**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 9 through 14 of the Human Resources Report, items 6.1.01 through 6.3.01. Voice vote carried the motion unanimously.

**7.0 Other**

Ms. Viverito made a motion, seconded by Mr. Regan to approve pages 15 and 16 of the Human Resources Report, items 7.1.01 through 7.5.04. 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 7:05 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 December 20, 2022

POLICY SECTION Business Services

POLICY NO. 3000

First Reading ☒

Second Reading ☐

**TITLE: FINANCIAL OPERATIONS**

**PURPOSE:** In order to maintain compliance with Illinois law, college counsel has recommended that Financial Operations Policy (3000) be added under Business Services to allow for the Board and District to manage the distribution of base operating grants and certain other revenues among the legally identified operating funds.

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*Sean Sullivan*

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

**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Chairman**

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**Tracy Jennings**  
**Secretary**

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**Date**

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

New

**FINANCIAL OPERATIONS**

**POLICY 3000**

**ADOPTED: \_\_\_/\_\_\_/2022**

The Board shall exercise its statutory authority to provide for the revenue necessary to maintain the College consistent with Section 3-23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-23. The Board may determine, within the operating budget, the distribution of base operating grants and certain other revenues among the operating funds.

For the purpose of carrying out the entire educational program of the College, the Board, in accordance with the ICCB and its regulations and standards, has established the following funds for operation:

1. Educational Fund
2. Operations and Maintenance Fund
3. Operations and Maintenance Fund (Restricted)
4. Bond and Interest Fund
5. Auxiliary Enterprises Fund
6. Restricted Purposes Fund
7. Working Cash Fund
8. General Fixed Assets Account Group
9. General Long-Term Debt Account Group
10. Trust and Agency Fund
11. Audit Fund
12. Liability, Protection and Settlement Fund
13. Building Bond Proceeds Fund
14. Public Building Commission Rental Fund
15. Public Building Commission Operation and Maintenance Fund

As permitted by the Illinois Public Community College Act, the Board may establish other operating funds or accounts, as may be necessary and appropriate for the business of the College.

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

Meeting of December 20, 2022

POLICY SECTION Business Services

POLICY NO. 3100, 3130, 3170, 3210, 3212, 3230, 3280, 3314, 3315, 3316, 3318, 3319, 3320, 3321/3324, 3326, 3328, 3420, 3432, 3434, 3460, 3505, 3510, 3511, 3512, 3513, 3514, 3515, 3516, 3517, 3517.1, 3517.2, 3532, 3540, 3542, 3550, 3562, 3610

First Reading ☒

Second Reading ☐

**TITLE: BUSINESS SERVICES BOARD POLICY UPDATES**

**PURPOSE:** All Business Services Board Policies have been reviewed by college counsel. It has been recommended that the following policies be updated as attached: Budget Planning (3100), Publication, Public Review and Adoption of the Budget (3130), Budget a Spending Plan (3170), Tax Levy & Truth in Taxation (3210), Determination of Pay Periods (3212), Tuition and Fees (3230), Acceptance of Gifts and Donations (3280), Contract Policy (3314), Joint Purchases (3315), Minority Vendor (3316), Vendor Policy (3318), Travel-Procurement (3319), Travel - Board of Trustees and All College Employees (3320), Purchase Requisitions and Purchase Orders (3321/3324), Paying for Goods and Services (3326), Change Orders (3328), Classification of Expenditures (3420), Annual Financial Statement (3432), Annual Audit (3434), Checking Accounts (3460), Identity Theft Prevention (3505), Employee E-mail Policy (3510), Appropriate Use of Information Technology Resources (3511), Letterhead Stationery Usage (3512), Facilities Usage (3513), Equipment Usage (3514), Employee Technology Reimbursement (3515), Use of On Campus College Office Equipment (3516), Security of Buildings and Ground - Police Department (3517), Traffic Violations (3517.1), Traffic Fines (3517.2), Insurance (3532), Auxiliary Enterprises (3540), Operation of Campus Food Services (3542), College Indebtedness (3550), Leases - Buildings and Equipment (3562), Tobacco and Smoke Free Campus (3610).

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Chairman**

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**Tracy Jennings**  
**Secretary**

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**Date**

<b>3000: Business Services – Board Policies</b>	<b>Action</b>
3000 - BUSINESS SERVICES	New
3160 - Transfer of Funds within Budget	No Change
3220 - Federal and State Grants-In-Aid	No Change
3260 - Disposal of Unused Property and Obsolete Equipment	No Change
3292 - Investment of College Funds	No Change
3312 - Quantity Purchasing	No Change
3313 - Purchasing	No Change
3317 - Vendor Communication Policy	No Change
3425 - Capital Asset Policy	No Change
3440 - Annual Inventory	No Change
3450 - Monies in Buildings	No Change
3460.1 - Record Keeping/Written Records	No Change
3500 - Certification of Documents, Records	No Change
3517.3 - Computer Security	No Change
3518 - College Access and Closure	No Change
3518.1 - Campus Curfew for Dances, Activities, and Events	No Change
3518.2 - Metal Detection Security for Campus Events	No Change
3519 - Campus Crime and Security	No Change
3519.1 - Reporting Criminal Acts and Emergencies on Campus	No Change
3519.2 - Security and Access to Campus Facilities and Security Considerations in Maintaining Campus Facilities	No Change
3519.3 - Enforcement Authority of the Triton College Police Department/Encouragement to Report Crimes	No Change
3519.4 - Informing Students and Employees about Campus Security Procedures/Individual Responsibility for Security	No Change
3519.5 - Crime Prevention Programs	No Change
3519.6 - Gathering Crime Statistics Concerning Crime on Campus	No Change
3519.7 - National Incident Management System	No Change
3520 - Maintenance of Plant	No Change
3100 - Budget Planning	Updated
3130 - Publication, Public Review and Adoption of the Budget	Updated
3170 - Budget a Spending Plan	Updated
3210 - Tax Levy & Truth in Taxation	Updated
3212 - Determination of Pay Periods	Updated
3230 - Tuition and Fees	Updated
3280 - Acceptance of Gifts and Donations	Updated
3314 - Contract Policy	Updated
3315 - Joint Purchases	Updated
3316 - Minority Vendor	Updated
3318 - Vendor Policy	Updated
3319 - Travel-Procurement	Updated
3320 - Travel - Board of Trustees and All College Employees	Updated
3321/3324 - Purchase Requisitions and Purchase Orders	Updated

3326 - Paying for Goods and Services	Updated
3328 - Change Orders	Updated
3420 - Classification of Expenditures	Updated
3432 - Annual Financial Statement	Updated
3434 - Annual Audit	Updated
3460 - Checking Accounts	Updated
3505 - Identity Theft Prevention	Updated
3510 - Employee E-mail Policy	Updated
3511 - Appropriate Use of Information Technology Resources	Updated
3512 - Letterhead Stationery Usage	Updated
3513 - Facilities Usage	Updated
3514 - Equipment Usage	Updated
3515 - Employee Technology Reimbursement	Updated
3516 - Use of On Campus College Office Equipment	Updated
3517 - Security of Buildings and Ground-Police Department	Updated
3517.1 - Traffic Violations	Updated
3517.2 - Traffic Fines	Updated
3532 - Insurance	Updated
3540 - Auxiliary Enterprises	Updated
3542 - Operation of Campus Food Services	Updated
3550 - College Indebtedness	Updated
3562 - Leases – Buildings and Equipment	Updated
3610 - Tobacco and Smoke Free Campus	Updated



TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

BUDGET PLANNING

POLICY 3100  
ADOPTED: 12/18/90  
AMENDED: 12/20/16

An annual budget shall be prepared in accordance with state law for community colleges. The fiscal year is established as July 1-June 30.

The President of the College will develop a planning strategy for the College budget that incorporates the Board's goals.

The President and his/her staff will prepare a budgeting document to be presented to the Board of Trustees for its input. The document will include revenue received in the current year, projected revenue for the following year, actual expenditures in current year and proposed expenditures for the following year. The document will provide information for all funds and for all line items. Supporting documents will be presented to the Board for all increases and/or decreases in staff and all major expenditures.

The president shall submit a tentative annual budget to the Board of Trustees for study, evaluation, and recommendations prior to the first day of July. The document will include current year revenues and expenses, if available, and projected revenue and expenses for the budgeted year.

The Board shall make the tentative Fiscal Year budget available for public review and inspection and hold public hearings on the tentative Fiscal Year budget as set forth as required by and in conformance with applicable state laws and regulations.


TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

PUBLICATION, PUBLIC REVIEW AND  
ADOPTION OF THE BUDGET

POLICY 3130  
ADOPTED: 12/18/90  
AMENDED: 08/23/05

Upon approval of the tentative budget by the Board at a duly called regular or special meeting, the Secretary of the Board shall cause a notice of the availability of the tentative budget for public inspection and of a public hearing on the tentative budget to be given by posting on the College website and publication on the College website and in a newspaper of general circulation in the college district at least thirty (30) days prior to the time of such hearing. During this period, the budget shall be available for public inspection on campus and copies shall be mailed to all public libraries in the district. The public shall also be given an opportunity to comment on the tentative budget at the public hearing.

**Commented [sk1]:** Website is not required by budget statute, but to include is consistent with other College practices and OMA requirements.

After the public hearing, and final comments and/or recommendations from the board, the budget shall be adopted by the Board of Trustees no later than the last Tuesday of September annually. The approved budget will be filed either in writing or electronically with the County Clerk by October 15<sup>th</sup> annually.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### BUDGET A SPENDING PLAN

**POLICY** 3170  
**ADOPTED:** 12/18/90  
**AMENDED:** 12/20/16

The Board of Trustees has the final authority to hire all personnel and to expend all funds. The Board authorizes the college president to use the adopted budget as a controlled spending plan. The board may allow transfers to be made between the various line items as recommended by the administration. Pursuant to state law and Board Policy, These these transfers cannot exceed in the aggregate 10% of the total of a fund as set forth in the budget as approved.

The Executive Director of Finance shall present a written monthly financial report to Finance Committee. This shall include a detailed budget summary of fiscal year to date revenues and expenditures.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### TAX LEVY & TRUTH IN TAXATION

POLICY 3210  
ADOPTED: 12/18/90

The Board shall approve a Certificate of Tax Levy to meet the necessary expenses and liabilities of the District. Such levy shall be filed with the County Clerk on or before the last Tuesday in December annually, in accordance with the law. The levy will be approved by the Board of Trustees at a regular or special meeting of the board after a public hearing if required. The tax levy will not be approved at the same meeting as the Annual Budget.

| If such Truth in Taxation statement is required by law, The the Treasurer will annually  
| publish in one newspaper generally circulated throughout the district a Truth in Taxation  
| statement. If such Truth in Taxation statement is required by law, The the Treasurer will  
file the Truth in Taxation statement when filing the tax levy with the County Clerk.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### DETERMINATION OF PAY PERIODS

**POLICY 3212**  
**ADOPTED: 06/25/91**  
**AMENDED: 11/20/01**  
**AMENDED: 12/20/16**

A schedule of pay periods for the fiscal year shall be provided by the Triton College Payroll Office. Unless required by other terms and conditions of employment, The-the College ~~requires-recommends~~ that all employees set up a direct deposit account with the Payroll Office. Such pay periods shall be every other Friday unless that Friday is a holiday, in which case pay checks shall be direct deposited one banking day earlier.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### TUITION AND FEES

**POLICY 3230**  
**ADOPTED: 12/18/90**

The Board of Trustees shall establish a schedule of all tuitions and fees for ~~resident~~ all students ~~by June~~ annually so that the President may include projected tuitions and fees in the tentative budget for the following fiscal year.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### ACCEPTANCE OF GIFTS AND DONATIONS

**POLICY 3280**  
**ADOPTED: 01/22/91**  
**AMENDED: 02/19/02**  
**AMENDED: 12/20/16**

Prior to accepting a gift or donation, the department(s) of the College affected will establish its usefulness, space allotment, facility modification needed, and operating costs, if any, to Triton College.

Before accepting a gift or donation, an Intent to Donate form must be signed by the appropriate administrator and submitted to the College President for approval.

Upon receipt of the Intent to Donate form, the College President will decide to accept or not to accept the gift or donation. The Triton College Foundation will formally thank the donor on behalf of the President, the Board of Trustees and the College.

All donations should go through and only come to the College from the Foundation.

The value of any non-monetary donation shall be established only by the donor.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CONTRACTS

Page 1 of 3

POLICY 3314  
ADOPTED: 02/17/98  
AMENDED: 03/21/00  
AMENDED: 11/20/01  
AMENDED: 08/23/05  
AMENDED: 08/15/06  
AMENDED: 08/20/13

“Contract” means an agreement, whether oral or written, for goods and/or services for which Triton College will be obliged to pay, will be obliged to perform, or will be entitled to receive payment.

A contract is the result of the relative interests and powers of the contracting parties. Therefore, it is rare for a contract to conclude all the issues of any contracting party in the manner the party would wish. However, it is incumbent upon every contracting party to identify its interests and evaluate the extent to which it will negotiate each interest. The College has identified the critical interests as enumerated in this Policy.

To the extent practical and achievable in consideration of all the facts and circumstances, including but not limited to the relative bargaining power of the contracting parties, every contract to which the College is a party shall:

1. Provide adequate warranty, representation and/or assurance that goods or services acquired by the College shall meet the College’s reasonable expectations with regard to quality and performance.
2. Will explicitly limit the College’s liability to an amount which is ascertainable and reasonable.
3. Set appropriate time parameters for performance.
4. ~~4. — Provide appropriate redress for nonperformance.~~
5. ~~Provide for indemnification of the College, its affiliates, officers, directors, trustees, volunteers, employees, agents, and students.~~

- ~~6. Provide resolution of disputes by Illinois law in the Circuit Court of Cook County.~~

The foregoing items identified as critical interests of the College are not in lieu of but are in addition to the other interests arising in connection with a particular contract.

In order to achieve these substantive objectives, the following responsibilities are imposed upon College personnel and the College Attorney.



## TRITON COLLEGE BOARD POLICY

There shall be a College Contract Manager under the jurisdiction of the Vice President of Business Services. The College Contract Manager shall have supervision over the process of contracting by employees of the College.

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### CONTRACTS

Page 2 of 3

**POLICY 3314**  
**ADOPTED: 02/17/98**  
**AMENDED: 03/21/00**  
**AMENDED: 11/20/01**  
**AMENDED: 08/23/05**  
**AMENDED: 08/15/06**  
**AMENDED: 08/20/13**

The College Contract Manager shall be the central repository of copies of all contracts (or Memoranda of Contracts).

The College Contract Manager shall, in consultation with the Vice President of Business Services, determine which contracts shall be sent to the College's liability insurance carrier(s).

Contracts up to \$1,000 may be negotiated and entered into by a college employee (the Requisitioner) when the funds have been budgeted and it is approved by the appropriate Dean level administrator or above and the College Contract Manager. If the Requisitioner's unit does not report to a Dean, the Vice President of the area shall approve the Contract.

Contracts over \$1,000 but at or under \$25,000 may be negotiated and entered into by the Vice President of Business Services.

Except as set forth by the provisions of Illinois law, contracts over \$25,000 shall be awarded through a competitive bidding process. Contracts over \$25,000 require the approval of the Requisitioner, the appropriate Dean level administrator or above, the College Contract Manager, the Vice President of the area, the President and the Board of Trustees. In the ordinary instance, contracts over \$25,000 shall be negotiated by the College Attorney. If, in the judgment of the College Contract Manager, the College's best interest would be served by having the terms of such a contract negotiated by College personnel, then it shall be so negotiated.

The College Attorney shall develop standard language for incorporation into contracts in excess of \$25,000 (and those contracts with a value of less than \$25,000 where practicable), covering the areas of 1) the law of Illinois, rather than the vendor's State, to be controlling; 2) the forum for resolution of any disputes; 3) indemnification of the College, its affiliates, officers, directors, trustees, volunteers, employees, agents, and

**Commented [sk1]:** 1.Does this position still exist?  
2. What about affiliation agreements? These are \$0, but create significant potential liability and should be tracked and reviewed.

## TRITON COLLEGE BOARD POLICY

~~students~~~~Triton~~; 4) warranty of the product and/or service provided; 5) the vendor being an independent contractor and not an employee of the College; 6) limiting language to make clear that College officials are signers in official, and not personal, capacity; 7) time being of the essence in performance of contract; 8) no-bid rigging language; 9) vendor's possession of license and professional qualifications; 10) non-discrimination and maintenance of appropriate policies regarding sexual harassment; and 11) statutorily required language. In all cases

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### CONTRACTS

#### POLICY 3314

Page 3 of 3

ADOPTED: 02/17/98

AMENDED: 03/21/00

AMENDED: 11/20/01

AMENDED: 08/23/05

AMENDED: 08/15/06

AMENDED: 08/20/13

in which this paragraph applies, every effort shall be made to incorporate the standard language described in this paragraph.

In any case in which the Board of Trustees is required to approve a contract, the recommendation to the Board of Trustees shall indicate whether or not the standard language is included. If the standard language is not included, the recommendation shall include a rationale as to why the Board of Trustees should approve the contract without the standard language.

The College Contract Manager, in consultation with the Finance Committee, shall establish time deadlines and provisions for the extension thereof for approval or denial of approval for all contracts.

Nothing contained in this Policy should be construed to supersede any requirement of State law that is stricter than the provisions of this Policy.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**JOINT PURCHASES**

**POLICY 3315**  
**ADOPTED: 12/18/90**  
**AMENDED: 10/20/98**  
**AMENDED: 08/20/13**

Joint purchases with other Illinois ~~governmental units~~ ~~Community Colleges~~ shall be in the manner consistent and as authorized by the Illinois Community College Act, 110 ILCS 805/3-27.1 and 110 ILCS 805/3-27.2.

Purchases made through the State of Illinois purchasing program shall constitute compliance with bidding requirements in all cases. Board approval will be required for all purchases or expenditures in excess of \$25,000.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

MINORITY VENDOR POLICY

POLICY 3316  
ADOPTED: 04/21/92  
AMENDED: 03/26/02  
AMENDED: 08/23/05  
AMENDED: 12/20/16

Minority, Female, and Disabled-Person Owned Enterprises

The College purchasing office shall coordinate the minority, female, and disabled-person business enterprise (MBE, FBE, and PBE) effort, however the commitment to this program will extend to all units within the College. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").

The college is committed to maximizing the participation of minority, female, and disabled-person owned and operated businesses in its procurement process as both prime and subcontractors or vendors. Toward that end, the college shall, through its Business Office established procedures, ensure the participation of minority, female, and disabled-person owned and operated businesses.

The college purchasing office shall coordinate the minority, female, and disabled-person business enterprise (MBE, FBE, and PBE) effort, however the commitment to this program will extend to all units within the college.

The Business Office shall give a progress report on MBE, WBE, and PBE annually.

The College shall file an annual report and an annual compliance plan with the Act and the Council.

TRITON COLLEGE BOARD POLICY

The College shall take any additional necessary steps to comply with all other requirements of the Act.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**VENDORS**

**POLICY 3318**  
**ADOPTED: 03/16/93**

A vendor is defined as a company or individual (other than College employees) who provide goods and/or services for the College.

Any and all vendors (except those qualified by the State of Illinois Purchasing Contract) shall comply with this policy. Companies or individuals desiring to sell goods and/or services to Triton College shall register as a vendor by completing a Vendor Application which shall be kept on file in the Business Office. Information to be furnished shall include but not be limited to:

- A. The type of business (sole proprietorship, partnership, corporation, etc.) and identification of owners.
- B. Certification of non-violation of Illinois Compiled Statutes, Citation 720 ILCS 5/33E-3 and 5/33E-4 which prohibits Colleges from awarding contracts to vendors convicted of bid-rigging or bid-rotating.
- C. Certification of non-violation of the Illinois Human Rights Act.
- D. Certification of non-violation of the Prevailing Wage Act.

E. Certification of status as an Equal Opportunity Employer.

F. Certification of compliance with any and all applicable Illinois statutes.

A vendor list will be prepared by the Business Office and reviewed annually.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - PROCUREMENT

POLICY 3319  
ADOPTED: 10/20/92  
AMENDED: 07/21/09  
AMENDED: 12/20/16

Travel by common carrier is a purchased service and shall be procured through the Business Office. Prior to any procurement of travel, all travel shall be approved as set forth in other applicable Policies of the Board of Trustees.

- A. Travel for which the cost will exceed \$25,000.00
  - 1. Each trip, whether for an individual or group, which cost will exceed \$25,000, shall be bid, either as a package (air, hotel, etc.) or separately.
  - 2. Where there is need to obtain travel services which cannot be reasonably anticipated in time to allow the bidding process (i.e. athletic playoffs), the Business Office will solicit three (3) or more quotes from approved vendors.  
The Board shall be polled following the receipt of all quotes and the result of the poll shall be officially approved at the next regularly scheduled meeting of the Board. All quotes shall be submitted to the Board of Trustees for confirmation.
- B. Travel for which the cost is \$25,000.00 or less
  - 1. All approved travel shall be processed through the College Travel Officer.
  - 2. The College Travel Officer shall provide the following services:
    - a. Arrange travel through an in-district licensed travel agent; or
    - b. Arrange travel through an on-line specialty; or
    - c. Authorize the maximum dollar amount to be expensed for self-purchase and reimbursement of travel arrangements.

**Commented [sk1]:** If there's no time to bid, how is there time for the Board to confirm? Is it accurate to say "the Board shall be polled following receipt of all quotes."

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### TRAVEL - BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES

#### POLICY 3320

Page 1 of 3

ADOPTED: 12/18/90  
AMENDED: 12/17/91  
AMENDED: 11/17/92  
AMENDED: 05/16/95  
AMENDED: 03/21/00  
AMENDED: 02/19/02  
AMENDED: 06/15/04  
AMENDED: 05/18/09  
AMENDED: 02/16/10  
AMENDED: 10/16/12  
AMENDED: 02/18/14  
AMENDED: 02/16/16

#### TRAVEL POLICY SUMMARY

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

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

- Supervising Administrator
- Appropriate Vice President

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

- Supervising Administrator
- Appropriate Vice President

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

- Supervising Administrator
- Appropriate Vice President
- President

The following types of official business for which travel, meal, and lodging expenses are allowed include the following:

- Conferences;
- Meetings;
- Athletic or official student events;
- Governmental related activities;
- Any other event or program that is attended to further the College's mission and vision and approved by the President.



## TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - BOARD OF TRUSTEES AND  
ALL COLLEGE EMPLOYEES

POLICY 3320

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ADOPTED 12/18/90

AMENDED: 12/17/91

AMENDED: 11/17/92

AMENDED: 05/16/95

AMENDED: 03/21/00

AMENDED: 02/19/02

AMENDED: 06/15/04

AMENDED: 05/18/09

AMENDED: 02/16/10

AMENDED: 10/16/12

AMENDED: 02/18/14

AMENDED: 02/16/16

The maximum allowable reimbursement for employee travel expenses, including travel, meals, and lodging shall not exceed \$5,000 for individual travel and \$245,000 for group travel. Travel expenses for any College employee that exceeds this amount shall be approved by a roll call vote of the Board of Trustees.

F

All travel expenses of the Board of Trustees shall be approved by a roll call vote of the Board of Trustees, regardless of the amount of the travel expenses.

All travel expenses exceeding the above referenced maximum allowable reimbursement shall require written submission of the following information:

- an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- the name of the individual who received or is requesting the travel, meal, or lodging expense;
- the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

## TRITON COLLEGE BOARD POLICY

### TRAVEL POLICY

All requests must be approved at least one (1) business day prior to travel. All requests requiring air travel must be approved at least thirty (30) business days prior to travel. All travel requiring an overnight stay (without air travel) must be approved at least twenty (20) business days prior to travel. All overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

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

BOARD OF TRUSTEES, DISTRICT 504	BUSINESS SERVICES
TRAVEL - BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES	POLICY 3320
Page 3 of 3	ADOPTED: 12/18/90
	AMENDED: 12/17/91
	AMENDED: 11/17/92
	AMENDED: 05/16/95
	AMENDED: 03/21/00
	AMENDED: 02/19/02
	AMENDED: 06/15/04
	AMENDED: 05/18/09
	AMENDED: 02/16/10
	AMENDED: 10/16/12
	AMENDED: 02/18/14
	AMENDED: 02/16/16

Alcoholic beverages may be approved by the President as an expense for certain special events, meetings, or gatherings that Triton College is hosting.

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

## TRITON COLLEGE BOARD POLICY

With respect to College employees, the President is entitled to attend all National Conventions of Associations of which the College is a member.

The President will also be allowed to designate up to three administrators to accompany him/her to each of the National Conventions provided that no administrator shall attend more than one national convention per fiscal year. With regard to Conferences and Seminars, regardless of College membership in the particular association, the President shall be allowed to attend three

BOARD OF TRUSTEES, DISTRICT 504 BUSINESS SERVICES

TRAVEL - BOARD OF TRUSTEES AND POLICY 3320  
ALL COLLEGE EMPLOYEES

Page 3 of 3

ADOPTED: 12/18/90

AMENDED: 12/17/94

AMENDED: 11/17/92

AMENDED: 05/16/95

AMENDED: 03/24/00

AMENDED: 02/19/02

AMENDED: 06/15/04

AMENDED: 05/18/09

AMENDED: 02/16/10

AMENDED: 10/16/12

AMENDED: 02/18/14

AMENDED: 02/16/16

such functions per fiscal year and shall be allowed to designate one administrator to attend with him/her. The President will have the prerogative of assigning another administrator to stand in his/her place as long as no one administrator attends more than two such functions during the fiscal year.

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

[FOR INFORMATION ONLY: Below is the statutory language that requires the suggested changes.]

### 150/10. Regulation of travel expenses

#### Currentness

~~§ 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses~~

## TRITON COLLEGE BOARD POLICY

supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after January 1, 2017 (the effective date of this Act), no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

§ 15. Approval of expenses. On or after 60 days after January 1, 2017 (the effective date of this Act), expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

§ 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be submitted, in writing, to the governing board or corporate authorities:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

#### PURCHASE REQUISITIONS AND PURCHASE ORDERS

### BUSINESS SERVICES

**POLICY** 3321/3324  
**ADOPTED:** 12/18/90  
**AMENDED:** 12/17/91  
**AMENDED:** 03/17/92  
**AMENDED:** 03/16/93  
**AMENDED:** 07/18/00  
**AMENDED:** 08/20/13  
**AMENDED:** 12/20/16

All spending for the college except for personnel salaries and related benefits and contracts will be required to have an approved imprest voucher or a purchase requisition and purchase order.

A standard requisitioning procedure will be established and followed for all requisitions. Requisitions will be originated by personnel at the point of use. Purchases may be made throughout the fiscal year based on instructional needs and plant operations.

The Purchasing Department will review all imprest vouchers and purchase requisitions verifying that there are monies available in the approved budget. If monies are not available, the Cost Center Manager will be required to submit a budget transfer requesting to move money into the appropriate budget line before the voucher or requisition are processed.

The College President may designate the appropriate administrative level of approval for all purchases and requisitions. Minimum signatories required:

Purchase of up to \$2,500 – Two approvals needed: (1) Cost Center Manager and (2) Administrator that has budgetary control for account being charged.

Purchase over \$2,500 – Four approvals needed: (1) Cost Center Manager, (2) Administrator that has budgetary control for account being charged, (3) responsible Associate Vice President, and (4) Vice President of area.

Utilization of imprest vouchers, purchase requisition and purchase order shall only occur following the completion of any required statutory bidding processes.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### PAYING FOR GOODS AND SERVICES

**POLICY**      3326  
**ADOPTED:** 12/18/90  
**AMENDED:** 03/16/93  
**AMENDED:** 11/20/01

The Board will authorize payment of all goods and services:

1. contracted for or ordered within budgetary limits; and
2. purchased according to relevant purchasing policies, ~~and regulations of the college,~~ and any required statutory bidding processes; and
3. certified as having been received in acceptable condition.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### CHANGE ORDERS

Page 1 of 2

**POLICY 3328**

**ADOPTED: 01/22/91**

**AMENDED: 03/16/93**

**AMENDED: 08/20/13**

#### Definition

A change order is technically defined as anything that changes the time, price, or specifications of a project. Thus changes are contractual agreements to modify the original contract.

#### Background

##### 1. Sources of Change Order Requests:

- a) Owner (user) request – change not captured in original plan/bids. Usually occurs as a result of not involving appropriate users in planning, adding a new administrator, new opportunity, changing needs, or simply changing decisions made earlier.
- b) Notice by contractor and/or architectural initiated design modifications, usually occur as result of one or more of the following:
  - 1) Discovery – original drawings differ from conditions found at site, e.g. underground, behind walls, ceilings, floors, and etc.
  - 2) Discrepancies – usually differences between experts, e.g. architects, engineers, etc.
  - 3) Human error – oversights, omissions, and etc.
  - 4) Products – equipment, materials, and etc. may change between time of bid and actual work, e.g. availability and consideration of durability, maintenance, energy, or code requirements.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CHANGE ORDERS

Page 2 of 2

POLICY 3328  
ADOPTED: 01/22/91  
AMENDED: 03/16/93  
AMENDED: 08/20/13

2. Change Order Process:

- a) Initiation of the change.
- b) Modification to the contract documents.
- c) Request for proposal from the contractor.
- d) Request for change order from the contractor.
- e) Review of the requested change by the architect.
- f) Recommendation and review with the owner.
- g) Execution of the change order document (signatures).
- h) Commencement of the change order work.
- i) Maintenance of a log of all change orders by project.

3. Change Order Authorizations:

- a) Board of Trustee Approval
  - 1) Change orders resulting in a total project ~~increased~~ cost of \$25,000 or more; or
  - 2) Change orders resulting in an increased cost of 10 percent (10%) or more of the total approved project cost, even if less than \$25,000.
- b) Vice President of Business Services Approval
  - 1) Change orders in which the total project cost remains resulting in an increased cost of less than \$25,000; and or
  - 2) Change orders resulting in an increased cost of less than 10 percent (10%) of the total approved project cost.

The Vice President of Business Services shall also approve all change orders resulting from an acknowledgment of a Capital Development Board funded approved change



## TRITON COLLEGE BOARD POLICY

order(s). (Does this intend to mean that VP and Board approve CDB changes over \$25,000?)

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**CLASSIFICATION OF EXPENDITURES**

**POLICY 3420**  
**ADOPTED: 01/22/91**

The receipt and expenditures of College funds shall be in accordance with the Fiscal Management Manual and other regulations prescribed by the Illinois Community College Board, ~~and the Illinois~~ Public Community College Act, and other applicable statutory rules and regulations.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**ANNUAL FINANCIAL STATEMENT**

**POLICY 3432**  
**ADOPTED: 12/18/90**  
**AMENDED: 05/18/93**

The President will cause the staff of the Business Services division to prepare the annual financial statement in accordance with the rules and regulations issued by the State Board. It will be presented to the Board of Trustees at a regular or special Board meeting.

The annual financial statement will be published in one newspaper generally circulated in the district in accordance with state law. The annual financial statement must be published prior to November 15 annually.

**Commented [sk1]:** Does this date remain desirable? Statute does not provide for a specific date by which the Annual Financial Statement must be published.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### ANNUAL AUDIT

**POLICY**      3434  
**ADOPTED:** 12/18/90  
**AMENDED:** 02/19/02

The books and accounts of the College shall be audited by an independent certified public accountant in conformance with the prescribed standards prescribed by the Illinois Community College Board and legal requirements. The certified public accountant shall be selected by the Board of Trustees.

There will be one annual comprehensive Audit for the following funds:

- EDUCATION
- OPERATION AND MAINTENANCE
- OPERATION AND MAINTENANCE RESTRICTED
- BOND AND INTEREST
- AUXILIARY ENTERPRISES
- RESTRICTED PURPOSES
- WORKING CASH
- TRUST AND AGENCY
- AUDIT
- LIABILITY, PROTECTION AND SETTLEMENT

The audit shall include a verification of student enrollments and any other bases upon which claims are filed with the ICCB.

Additional audits may be performed as required by ICCB, State law, or individual granting agency requirements.

The audit, when completed, shall be presented to the ~~Board~~board for examination and approval. Copies of the audit report shall be filed with the ICCB in accordance with any and all regulations prescribed by the ICCB.

The Treasurer shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CHECKING ACCOUNTS

POLICY 3460  
ADOPTED: 01/22/91

All banks and/or other financial institutions must comply with all statutory requirements for receiving public funds and be approved by the Board of Trustees before doing business with Triton College. Such institutions shall further agree to comply with all application provisions of the Triton College Investment Policy and associated collateralization obligations.

NOTE: 10 U.S.C. 805-27 requires that "No bank or savings and loan association shall receive public funds as permitted by this Section, unless it has complied with the requirements established pursuant to Section 6 of "An Act relating to certain investments of public funds by public agencies", approved July 23, 1943, as now or hereafter amended."

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

IDENTITY THEFT PREVENTION

POLICY 3505  
ADOPTED: 10/20/09  
AMENDED: 12/20/16

1. PURPOSE

The protection of Confidential and Sensitive Information and the resources that support such information is critical to the operation of Triton College. It is the intention of the Board of Trustees to authorize the necessary actions to reduce the risk of a loss or breach of Confidential and Sensitive Information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior.

In response to the desire to protect Confidential and Sensitive Information, this Policy shall create an Identity Theft Prevention Team with representatives from Enrollment Services, Information Systems, Human Resources, Business Services, Student/Academic Affairs, and the Police Department and shall implement the Identity Theft Prevention Procedures and Guidelines in support of this policy.

An Identity Theft Prevention Officer, under the jurisdiction of the Vice President of Business Services, shall also be appointed. The Identity Theft Prevention Officer shall be responsible for conducting periodic assessment of Confidential and Sensitive Information handling methods, design of more specific policy and procedure guidelines as needed, conduct training for employees, respond to security incidents, and respond to the Board of Trustees at least annually on the state of the Identity Theft Prevention Program.

2. SCOPE

This policy applies to all College ~~officers and employees, including Staff~~ faculty, administrators, ~~officers, student workers,~~ and service providers of Triton College. This includes all parties that may come into contact with Confidential and Sensitive Information, such as, contractors, consultants, temporaries, and personnel of third party affiliates.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EMPLOYEE E-MAIL

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POLICY 3510

ADOPTED: 07/19/05

AMENDED: 12/20/16

Introduction

The College recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. This Policy reflects these principles within the context of the College's legal and other obligations.

The College encourages the use of electronic mail. Nonetheless, users of the College's network and e-mail system have no expectation of privacy in use of the College network, internet and data access, or the e-mail system. All use of the College's network may be subject to the Freedom of Information Act. The College's technological environment, including both e-mail and general use of the College Network, is the property of the College. – The College may at any time deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail and all uses of the Triton College network either by remote scanning or physical inspection of a computer or associated items in the work space when reasonably necessary.

The College also reserves the right to scan for viruses and block e-mail that it believes may pose a threat to system integrity.

Official Means of Communication

The College considers e-mail an official institutional mode of communication. As an official mode of communication, the College sends communications to employees with the expectation that employees will read such e-mail in a timely manner. The primary and intended use of College e-mail is for College business.

Assignment of Employee E-Mail Accounts

A unique Triton College e-mail address will be created and assigned for all employees of Triton College. Triton College e-mail will be used for official College communication.

Expectations Regarding Employee Use of E-mail

It is the responsibility of the employee to access their e-mail account on a regular basis. If an employee does not have a dedicated computer, the College will make every reasonable effort to provide employees with access to a computer within their work area. This computer is to be used specifically for checking and responding to campus e-mail. Employees also have ability to access their e-mail from off campus using web e-mail or mobile devices. All users of Triton College e-mail are subject to the terms, conditions, and expectations of this Policy.

Employee Training

Triton will provide a training program through the Professional Development Center to ensure that employees have the skills necessary to access their e-mail accounts. Training will include functions as necessary for an employee to access their e-mail account, read and respond to their

mail.

TRITON COLLEGE BOARD POLICY



## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### EMPLOYEE E-MAIL

Page 2 of 3

POLICY 3510

ADOPTED: 07/19/05

AMENDED: 12/20/16

#### Inappropriate E-Mail Use

Those who use College e-mail are expected to do so responsibly, and in compliance with state and federal laws, with this and other policies and procedures of the College, and with normal standards of professional and personal courtesy and conduct. The primary and intended use of College e-mail is for College business. A user may subscribe to newsletters, news groups or lists, providing they are within the scope of their job responsibilities.

#### Personal Use

Although not intended for personal use, the College e-mail system may be used for incidental personal purposes provided that such use does not directly or indirectly interfere with the College e-mail services, or interfere with user's obligations as an employee to the College. Personal use shall be limited to the appropriate time and place. Personal uses of College computers and the College network remain subject to such monitoring and a right of access by Triton College.

#### Monitoring

The College reserves the right to monitor and review any triton.edu email and associated attachments at any time as permitted by state and federal law.

#### Privacy, Disclaimers and Retention Issues

The College cannot and does not wish to be the arbiter of the contents of electronic mail. This policy imposes no affirmative duty upon the College and will not be sufficient to establish notice of behavior deemed to be unacceptable under this policy. Employees remain solely responsible and personally liable for all actions taken during use of the College network and/or College e-mail. The College cannot prevent users from receiving electronic mail they may find offensive. Employees are required to exercise extreme caution in using e-mail to communicate confidential or sensitive information and should not assume that e-mail is private. Employee transmission of material that is offensive, sexually explicit, derogatory, defamatory, threatening, infringement upon any intellectual property, or that may be construed as harassment will not be tolerated.

**Commented [sk1]:** A question for IT: Is it implied that the College Network includes access to wireless data and internet?

There may be cases where the job responsibility of faculty and/or staff may dictate the need to include a disclaimer statement. Since disclaimer statements typically depend on various legal aspects and relate to the job function of the person sending the e-mail, all disclaimers are to be reviewed and approved by the College Administration prior to use and implementation.

Electronic Mail is backed up on a routine basis, but only to assure system integrity and reliability, not to provide for future retrieval of individual e-mail. For this reason, employees should not rely on e-mail as a means of official record retention. E-mail records should be transferred to hard copy, microfiche, or imaging systems that meet record retention requirements.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EMPLOYEE E-MAIL

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POLICY 3510

ADOPTED: 07/19/05

AMENDED: 12/20/16

Results of Unacceptable Use

Any Triton College employee using the e-mail system, College property, or the electronic network in a method not in compliance with the terms of the Policy may be subject to any of the following:

1. Loss of the privilege of access;
2. Disciplinary action;
3. Legal Action; and
4. Termination.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

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**POLICY 3511**  
**ADOPTED: 06/17/08**  
**AMENDED: 12/20/16**

#### PURPOSE

Triton College's computer and information network is a continually growing and changing resource supporting thousands of users and systems. These resources are vital for the fulfillment of the academic and business needs of the College community. In order to ensure the necessary services, it is essential that each member of the faculty, staff and student body exercise responsible and ethical behavior when using these resources. Any misuse has the potential to disrupt College business and the legitimate academic work of faculty and students.

This policy outlines the application of the principles governing the academic community's appropriate use of College computer and information network resources. This policy ensures the proper use of computing resources consistent with the College's governing principles. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, and freedom from harassment. Computing and networking resources include: computers, computer networks, connections to external computer networks, telephones, mobile devices, laptops, identification cards, the Internet, email, all software applications and subscriptions to external computer services (collectively referred to as information technology or "IT" resources). Triton College's IT resources and the entirety of the Triton College IT environment is the property of the College. Use of any College computing resource constitutes acceptance of this Policy.

#### SCOPE

This policy applies to all College staff, faculty, administrators, officers and students (collectively, "Users"), including those at remote campuses and extended learning sites.

#### POLICY

Triton College IT resources (the "Resources") are provided primarily for the use of students, faculty and staff. The Resources are intended to be used for administrative and educational purposes and to carry out the College's business. The Resources may also be available to alumni and members of the local community to facilitate communication with students and employees and to access College information resources and the Internet.

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Appropriate use of the Resources includes conducting College business, instruction, study assignments, research, communications, and official work of campus organizations and agencies of the College. Access to the Resources is a privilege and requires all users to act responsibly, conserve computer resources, and consider the rights and privacy of others. The Resources are the sole property of Triton College. All users must use College resources in a responsible manner consistent with all College policies and guidelines.

Users are responsible for all of their accounts. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their account by unauthorized persons. Users must not share their password or provide access to the Triton network resources to unauthorized persons.

Users should assume all software, graphic images, music, and other materials are copyrighted. Copying or downloading copyrighted materials without the express authorization of the copyright owner is a violation of this policy, against the law, and may result in civil and criminal penalties, including revocation of use privileges, disciplinary action, fines, and imprisonment.

#### PROHIBITED USE OF RESOURCES

Users should be aware that use of the Resources may result in being subjected to the laws of other states and countries. Users shall ascertain, understand, and comply with the laws, rules, policies, contracts, and licenses applicable to the particular uses of the Resources. The following uses of the Resources are prohibited:

- I. Interfering or impairing others activities, including but not limited to the following:
  - a. Creating, modifying, executing or retransmitting or otherwise using any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic email.
  - b. Bypassing, subverting, or otherwise rendering ineffective the security or access control measures on any network or computer system without the permission of the owner.
  - c. Examining or collecting data from the network (e.g., a "network sniffer" program).

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- d. Authorizing another person or organization to use College computer accounts or Triton network resources.

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- e. Communicating or using any password, personal identification number, credit card number or other personal or financial information without the permission of its owner.
2. Unauthorized access and use of the resources of others, including but not limited to the following:
- a. Use of College resources to gain unauthorized access to resources of any institution, organization, or individual.
  - b. Use of false or misleading information for the purpose of obtaining access to unauthorized resources.
  - c. Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data and electronic mail) from any network system or files of other users without prior authorization (e.g., use of a "network sniffer" program).
  - d. Making unauthorized copies of copyrighted materials or altering the official marks or data of an entity.
3. Damage or impairment of The Resources, including but not limited to the following:
- a. Use of the Resources irresponsibly or in a manner adversely affecting the work of others, such as:
    - (1) Hacking - attempting to obtain or use passwords, IP addresses or other network codes that have not been assigned to you or authorized for use as College employees, attempting to obtain unauthorized access to computer accounts, software, files, or any other College IT resources.
    - (2) Malicious Activity - intentionally, recklessly or negligently damaging any system (e.g., by the introduction of any so-called "virus", "worm", or "trojan-horse" program); damaging or violating the privacy of information not belonging to the user; or misusing or allowing misuse of system resources.
  - b. Use of College resources for non-College related activities that unduly increase network load (e.g., network games, spamming, and video streaming).
  - c. Any other activity not specifically cited above that may be illegal, harmful, destructive, damaging, or constitute an inappropriate use of the Resources.
4. Unauthorized commercial activities, including but not limited to the following:
- a. Using the Resources for one's own commercial gain, or for other commercial purposes not officially approved by the College, including web ads.
  - b. Using the Resources to operate or support a non-College related business.

## TRITON COLLEGE BOARD POLICY

- c. Using the Resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College Policy.

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5. Violation of city, state or federal laws, including but not limited to the following:
  - a. Pirating software, music and images.
  - b. Effecting or receiving unauthorized electronic transfer of funds.
  - c. Disseminating or viewing child pornography or other illegal material.
  - d. Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

#### MONITORING

- Methods of monitoring may include, but are not limited to the following:
  - Reviewing a list of internet sites visited by employees
  - Reviewing email messages sent or received by employees
  - Reviewing employees keystrokes while using the College network

#### SECURITY OBLIGATION

- System Security: Access to information stored on the College's computers and network equipment is controlled by assignment of accounts and passwords. These accounts and passwords are controlled by Triton Information Systems. This security information is the property of Triton.
- All College employees have an obligation to report security breach information to Triton Information Systems. Failure to do so may result in disciplinary action, up to and including termination. Any attempt to access, copy or modify this security information or to obtain system privileges to which employees are not entitled or any action which interferes with the supervisory or accounting functions of the systems or that is likely to have such effects will result in appropriate disciplinary action.

#### DE MINIMIS USAGE

In the interest of making the use of the Resources part of the day-to-day learning and work of all members of the College community, incidental personal use is tolerated. However, College email, Internet access, and other IT services should not be used for unrelated activities of an extensive nature. Excessive use of systems for recreational

## TRITON COLLEGE BOARD POLICY

Internet browsing, email, or game playing is to be avoided and may subject College employees to disciplinary action, up to and including termination.

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### BUSINESS SERVICES

**POLICY 3511**  
**ADOPTED: 06/17/08**  
**AMENDED: 12/20/16**

### ENFORCEMENT

The College reserves the right to monitor computer and network use. The College considers any violation of this policy to be a serious offense and reserves the right to copy and examine any files or information contained on College systems or equipment.

The Associate Vice President of Information Systems reserves the right to authorize disconnecting a user's account if the user represents a serious threat to system or email integrity. Violators are subject to disciplinary action as dictated by College policy. Users should be aware that offenders may be subject to prosecution under laws including, but not limited to, the

Privacy Act of 1974, The Computer Fraud and Abuse Act of 1986, National Stolen Property Act, and the Electronic Communications Privacy Act.

Suspected violations of this policy or related statute should be reported to the Office of the Associate VP of Information Systems in an email message addressed to: the Associate VP of Information Systems at [vp@triton.edu](mailto:vp@triton.edu) or by calling extension 3684. In reporting a violation, complainants should cite the specific violation of this policy.

**Commented [sk1]:** Is there a separate reporting email? If so, it should be included.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to comply with said law, and the remainder of the policy shall continue in full force and effect.

### QUESTIONS OR PROBLEMS

Questions, concerns or additional information about this and any IT policy shall be directed to the Associate VP of Information Systems.

### RESPONSIBILITY

The Associate VP of Information Technology shall administer this policy and will ensure the maintenance of all necessary processes. All administrators shall be responsible for compliance with College policy within their respective administrative areas.

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**BUSINESS SERVICES**

**LETTERHEAD STATIONERY USAGE**

**POLICY 3512**  
**ADOPTED: 12/15/92**

Triton College stationery will be used for Triton College business only.

The Triton College Board of Trustees and employees will be the only persons allowed to use Triton College stationery and the users of such stationery shall assume full responsibility if College stationery is used for any other purpose than Triton College business.

Triton College stationery shall not be used for the expression of personal views on subjects unrelated to the College or its operations.



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FACILITIES USAGE

POLICY 3513  
ADOPTED: 01/22/91  
AMENDED: 12/17/91  
AMENDED: 03/17/92  
AMENDED: 04/21/93

The use of College facilities by various groups and constituencies of the College and the community at large will be allowed providing:

1. Use does not interfere or conflict with the normal operation or educational programs of the College.
2. Use is consistent with College philosophy and mission in accordance with state and local laws or ordinances.
3. Use conforms to the general procedures and conditions governing the use of facilities for the College.
- ~~4. Use is pursuant to a written agreement establishing the permitted terms and conditions of such use.~~

All leasing of facilities will be authorized by the Vice President of Business Services or designee.

Charges will be required unless waived by the Board of Trustees.

Certificates of insurance are required unless waived by the Board of Trustees.

Out-of-district and for-profit-making organizations will also be allowed to use the facilities provided all if they meet all the requirements of this Policy are satisfied.

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#### EQUIPMENT USAGE

### BUSINESS SERVICES

**POLICY 3514**  
**ADOPTED: 01/22/91**  
**AMENDED: 12/17/91**  
**AMENDED: 03/17/92**  
**AMENDED: 04/21/93**  
**AMENDED: 11/20/01**

The use of College-owned equipment by various groups and constituencies of the College and the community at-large will be allowed as approved. Equipment use will be allowed only if the equipment is not being used or needed for use by the College. The Vice President of Business Services or designee will review for approval all requests. The terms and conditions of such use shall be memorialized in a written agreement, which shall be signed by the user and the Vice President of Business Services, or his designee.

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BUSINESS SERVICES

EMPLOYEE TECHNOLOGY REIMBURSEMENT  
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POLICY 3515  
ADOPTED: 09/24/19

Approved eligible employees may receive a technology reimbursement, maximum \$25/month, from the College, for pre-approved business-related costs incurred when using their personal cell phones, or personal tablets and laptops. In the event the College requires the use of certain or specific technology, and such use results in a cost in excess of \$25/month, such cost must be pre-approved by the Vice President of Business Service prior to incurring any such obligation to be eligible for reimbursement. Employee reimbursements will be administered by the Business Services office and follow all terms and conditions contained herein.

**Commented [sk1]:** I think we need to either increase this number of state that the actual percentage of use will determine the amount of reimbursement. Under the law that requires this reimbursement, there is a possibility that an employee could allege that this does not cover the actual amount "spent," which then puts the College in the position of either violating the policy or violating the law.

An employee may be eligible for reimbursement, only if there is a proven functional business necessity.

The following criteria must be followed to qualify:

1. Reimbursement eligibility must be approved in advance of usage, by the Supervisor's area VP and the VP of Business Services.
2. There must be a business purpose that cannot be accomplished by use of an assigned College extension, or other land based communication method.
3. Expense reimbursement will not exceed \$25/month as a total reimbursement, regardless of the expense.
4. Calculation for "unlimited plans" will only be a percentage pertaining to the portion of calls made or received for business purposes against the total calls made, not to exceed \$25/month.
5. There will be no reimbursement made for any equipment charges/depreciation, including but not limited to purchase, installment payments or damage, theft, and loss insurance charged for such device.

To be reimbursed, the employee's administrative supervisor and Vice President of the area must specifically request that the employee use their personal cell phone or personal computer devices for college business purposes on the applicable form, and that usage must be pre-approved by the VP Business Services. There must be an accountable actual expense on a bill to qualify.

Reimbursement will be monthly, following established college procedures, and must be submitted, based on an actual expense, excluding the cost for equipment, insurance and taxes.

It must be requested each month via the Claim for Reimbursement Expense procedure. This will include copies of the employee's cell phone bill, and the applicable charges highlighted and written explanation provided. Requests for reimbursement must be

TRITON COLLEGE BOARD POLICY

submitted within 30 days of the date stated on the employee's cell phone bill. Any requests for reimbursement made more than 30 days after the bill date shall be rejected as untimely.

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**EMPLOYEE TECHNOLOGY REIMBURSEMENT**  
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**POLICY 3515**  
**ADOPTED: 09/24/19**

Employee Responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions and all insurance and taxation related to such equipment. The employee is responsible for plan choices, service features, and calling areas, independent of the College. This includes responsibility for all termination clauses, and paying all charges associated with the cellular service and device.
- Provide detailed monthly invoice for the period and amount claimed. Multiple monthly invoices will not be accepted. Only the current month will be accepted.
- Never use the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations. You must also follow all local, state, and federal laws concerning cell phone operation.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.
- The College will not be responsible for any cost or liability for you breaking the laws.
- Delete all College data from the cell phone when employment with the College is severed, except when required to maintain the data in compliance with a court order, or college administrative directive.
- Report any job function change that eliminates or significantly reduces the business need for a cell phone or a laptop/tablet to your supervisor within 5 business days of this change.

## TRITON COLLEGE BOARD POLICY

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### BUSINESS SERVICES

#### USE OF ON CAMPUS COLLEGE OFFICE EQUIPMENT

POLICY 3516  
ADOPTED: 12/18/90  
AMENDED: 11/20/01

Office related equipment throughout the College is for official use only. Use of telephones, fax machines, scanners, copiers, webcams, computers, etc. is restricted to use for College business only. Office equipment shall not be used for personal reasons either by students or employees.

## TRITON COLLEGE BOARD POLICY

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### BUSINESS SERVICES

#### SECURITY OF BUILDINGS AND GROUNDS - POLICE DEPARTMENT

**POLICY 3517**  
**ADOPTED: 01/22/91**  
**AMENDED: 12/17/91**  
**AMENDED: 05/18/93**

There will be a Triton College Police Department. It will serve to protect students, personnel, facilities, furniture, and equipment. The Police Department will be supervised by the Vice President of Business Services. All individuals employed as law enforcement personnel by the Triton College Police Department shall be sworn peace officers in the State of Illinois.

Periodic security and safety inspections will be made per a schedule to be approved by the Vice President of Business Services.

The Police Department will work in close cooperation with the River Grove Police and Fire Departments.

The Police Department will report all loss or damage to facilities and grounds to the Vice President of Business Services.

The Police Department will supervise the College's fleet of vehicles for professional and/or business purposes. No personal use of College vehicles will be permitted.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### TRAFFIC VIOLATIONS

**POLICY** 3517.1  
**ADOPTED:** 01/22/91  
**AMENDED:** 12/17/91  
**AMENDED:** 08/23/05

The Triton College Board of Trustees authorizes the development of traffic regulations on the Triton College-college campus. The Board further authorizes that the violators of the traffic regulations be given a citation. The Board of Trustees directs the Triton Police Department to work in close cooperation with the River Grove Police Department. Moving violations are based on the Illinois Traffic Code; parking violations follow the Village of River Grove ordinances and any applicable state laws, rules or regulations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAFFIC FINES

POLICY 3517.2  
ADOPTED: 01/22/91

In accordance with the Illinois Community College Act, the Board of Trustees shall establish a schedule of fines and penalties for violation of traffic regulations on the College campus. The Board of Trustees will work in close cooperation with the River Grove Police Department.

Students and employees have the right to appeal traffic citations in accordance with established, published procedures, through the River Grove court system.

Fines and penalties collected under this policy shall be deposited into the Operations, Building, and Maintenance Fund, and used for expenditures legally charged to that fund. Moving violation fines are collected by River Grove court system and forwarded to Cook County Clerk of the Court. Parking violations are collected by River Grove court system and a portion is retained by the Village with a percentage sent to Cook County.

Vehicles parked illegally on Triton College property may be towed away at the vehicle owner's expense.

**Commented [sk1]:** Why are we working with River Grove? To have the same fees? What about the fees governed by the state (i.e. disability)?



TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

INSURANCE

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POLICY 3532

ADOPTED: 12/18/90

AMENDED: 11/21/95

AMENDED: 11/20/01

Section 3-29 of the Community College Act (110 ILCS 805/3-29) imposes upon the Board of Trustees the duty to insure, indemnify and protect board members and ~~employees, volunteers, and student teachers~~ against ~~"civil rights damage claims and suits, constitutional rights damages claims and suits, death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member or employee or student teacher is engaged in the exercise or performance of any powers or duties of the Board, or is acting within the scope of employment or under the direction of the community college board."~~

**Commented [sk1]:** The statute makes no reference to "volunteers and student teachers."

Insurance coverage will be provided by Triton College ~~as required by law~~. Insurance coverage will be secured at the most economical cost to the college consistent with Triton College's insurance needs.

The President will obtain the following insurance coverage on behalf of the Board of Trustees:

Property and Liability	Excess Liability
Excess Property	Worker's Compensation
Employed nurses malpractice	Student nurses malpractice
Boiler and Machinery	Automobile
School Board Legal Liability	Sports Accident
Foreign Liability	Liquor Liability
Treasurer's Bond	Group accident for officers
Cadaver Bond	Group benefits: health, dental, life

All insurance agents, companies, insurance pools, and tax sheltered annuity companies will be approved by the Board of Trustees. The above need only be approved initially. The Board of Trustees or the President of the College will determine whether to add or delete any of the insurance representatives.

The President's staff will conduct a periodic survey of property and personnel safety practices on campus.

**Commented [sk2]:** Why is this here? How does this related to insurance?

The President's staff will maintain records on all insurance to include: Policies, and up-to-date inventories showing description of property, dates and costs of construction, original costs of equipment, present condition and present value.

## TRITON COLLEGE BOARD POLICY

When a new company or new coverage is being sought, bids will be required. The Board's bidding policy will be followed.

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**INSURANCE**

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**POLICY 3532**

**ADOPTED: 12/18/90**

**AMENDED: 11/21/95**

**AMENDED: 11/20/01**

To the extent not covered by insurance, the Board shall pay, to the extent permitted by law, on behalf of board members, employees and student teachers, any compromises, settlements, judgments, or costs of defense, arising out of "civil rights damage claims and suits, constitutional rights damages claims and suits, death, bodily injury and property damage claims and suits, damage claims and suits, including defense thereof," when damages are sought for alleged negligent or wrongful acts while such Board Member or employee or student teacher is engaged in the exercise or performance of any powers or duties of the Board, or is acting within the scope of employment or under the direction of the community college board."

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**AUXILIARY ENTERPRISES**

**POLICY 3540**  
**ADOPTED: 01/22/91**  
**AMENDED: 11/20/01**  
**AMENDED: 08/23/05**  
**AMENDED: 12/20/16**

All auxiliary enterprises must be approved by the Board of Trustees in advance of implementation. Each auxiliary enterprise will exist as a separate entity with a separate budget showing revenues and expenditures for each in the Auxiliary Fund. The general College audit shall include the Auxiliary Enterprise Fund. The President or his/her designee will be responsible for the auxiliary funds.

The following approved Auxiliary Fund Cost Centers are distributed among the vice presidents:

FOOD SERVICES	Provides food for students and staff
CHILD CARE	Provides child care for students, staff and others
PERFORMING ARTS CENTER	Provides plays and shows for the entire community
VIDEO PRODUCTION	Provides video-television development and production services for the campus and public
ATHLETIC PROGRAM	Provides a variety of athletic opportunities to students and community
SPACE CENTER	Provides shows and information to students and public on space exploration
COLLINS CENTER POOL	Provides for the management of the Collins Center Pool
ATHLETIC FACILITIES RENTALS	Provides for the rental of Triton facilities, including athletic fields and classrooms to high schools, colleges and other community organizations.

**Commented [sk1]:** Should this designate which VPs are in charge of the cost centers? Makes more sense for accountability

**Commented [sk2]:** Is this list still current?

## TRITON COLLEGE BOARD POLICY

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#### OPERATION OF CAMPUS FOOD SERVICES

POLICY 3542

ADOPTED: 01/22/91

AMENDED: 03/16/93

The Board of Trustees may, by its official action, authorize College operation of a campus food service and/or vending program, or the Board of Trustees may, by its official action, authorize private contracts to responsible vendors for operation of a campus food service, including catering operations, and/or vending program.

If the Board of Trustees authorizes the administration to solicit proposals for Food Services, such solicitation shall occur every three to five years, or as may be necessary to ensure the continuity of operations. The Board of Trustees, when awarding a contract, will consider which vendor is most able to meet the service requirements of the College at a high standard while affording the College a reasonable commission. The criteria shall include but not be limited to: financial responsibility and service capability of the company, quality, quantity and appearance of vending machines, equipment, supplies, recommendations of other clients, and commission rate.

Commissions and pricing will be negotiated with catering providers and vending companies.

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COLLEGE INDEBTEDNESS

POLICY 3550  
ADOPTED: 12/18/90  
AMENDED: 12/17/91

The securing of funds through the sale of general obligation bonds, revenue bonds, tax anticipation warrants, and other written financial instruments shall be permitting as provided by 110 ILCS 805/3-33 et seq. Such financial instruments issued by the College shall constitute a purchase of a commodity, and as such, shall be subject to the purchasing policies, including competitive bidding, as established by the Board of Trustees. ~~Competitive bids shall be solicited for the sale of bonds, tax anticipation warrants, or other written financial instruments issued by the college for the purpose of borrowing money.~~ Multiple bids shall be obtained if possible.

For the sale of general obligation or revenue bonds, the Business Office shall run an advertisement for sale in the Daily Bond Buyer. For the sale of other financial instruments, the Business Office shall advertise in a minimum of two newspapers throughout the district and one major metropolitan Chicago newspaper.

**Commented [sk1]:** This publication does not appear to exist? What is the current practice?

**Commented [sk2]:** This entire section feels outdated. It might be helpful to look at the most recent process used by bond counsel and the bankers to determine the process.

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### BUSINESS SERVICES

#### LEASES – BUILDINGS AND EQUIPMENT

POLICY 3562  
ADOPTED: 01/22/91  
AMENDED: 08/23/05  
AMENDED: 12/20/16

The Board of Trustees has determined that in the best interest of the College it may be necessary, from time to time to lease buildings and/or equipment.

#### Buildings

The President of the College will determine if there is a need for additional space for a period of time and that it is more economical to lease rather than to purchase the needed space. A recommendation will be made to the Board of Trustees who will have final authority for all leases of buildings. All leases shall be memorialized in writing and presented to the Board of Trustees for approval.

#### Equipment

Motor vehicles, office equipment, specialty and low usage equipment, instructional equipment and service equipment may be leased when it is a more economical use of College funds.

The Board of Trustees will approve all leases of equipment over \$25,000. The Vice President of Business Services or his/her designee will approve all annual leases of \$25,000 or less. All leases shall be memorialized in writing.

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**TOBACCO AND SMOKE FREE CAMPUS**

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**POLICY 3610**  
**ADOPTED: 07/21/92**  
**AMENDED: 08/23/05**  
**AMENDED: 06/20/06**  
**AMENDED: 05/19/15**

Triton College is dedicated to providing a healthy working environment for all of its students, employees, and guests.

By operation of state law and this policy, effective July 1, 2015, smoking is prohibited throughout Triton College. This prohibition shall apply to all property owned, maintained, leased, or otherwise utilized by Triton College. Smoking is prohibited in all indoor locations, including College vehicles, and outdoors on all College property.

This Policy shall also prohibit any sale, consumption, free sampling, distribution, or advertising of any and all tobacco products, including but not limited to those identified in the "definitions" herein, on College property. No individual on College property shall litter or otherwise dispose of tobacco waste products on Triton College property.

1. Beginning July 1, 2015, Triton College shall post signs to indicate a "Smoke-Free Campus" or utilize the international "No Tobacco" symbol. Such signs shall be placed at critical Campus areas, including but not limited to building entrances. This policy shall apply even in areas where signs are not posted.
2. The Triton College website shall indicate that all campus property, vehicles, and satellite locations are smoke free and shall include a campus map indicating the areas in which smoking is prohibited.
3. All organizations utilizing campus property shall be informed of the Smoke Free Campus Policy and shall be responsible for informing attendees and enforcing the Policy.
4. Members of the Triton College community who fail to comply with this Smoke Free Policy will be subject to all penalties as prescribed by College Policy and applicable law.
  - a. Student Non-Compliance

Students failing to comply with this Policy shall be cited as prescribed by law, and may be referred to the Dean of Student Services and are subject to the Student Disciplinary Process.

TRITON COLLEGE BOARD POLICY

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**TOBACCO AND SMOKE FREE CAMPUS**

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**POLICY 3610**  
**ADOPTED: 07/21/92**  
**AMENDED: 08/23/05**  
**AMENDED: 06/20/06**  
**AMENDED: 05/19/15**

b. Employee Non-Compliance

Employees failing to comply with the Policy shall be referred to the employee's administrative supervisor, and be cited as prescribed by law.

c. Contractors/Sub-Contractor Non-Compliance

Non-compliance will be referred to the campus unit responsible for monitoring performance of the applicable contract. The monitoring campus unit shall determine whether termination of the contract is appropriate, and be cited as prescribed by law.

5. Any non-Triton student or non-staff individual smoking on Triton College property will be asked to immediately extinguish the tobacco product. Such violation will result in referral to the Campus Police Department.

Exceptions

In certain limited circumstances, an individual may request advance approval to allow smoking on Triton College property. Such exceptions will be granted only in the following limited situations:

Ceremonial Smoking

Individuals or groups interested in Smoking as part of a ceremony on campus property must seek advance approval from the Vice President of Business Services.

Smoking Research

Smoking may be allowed in an enclosed area on campus property for a medical, scientific, or research program where smoking is an integral part of the research and the appropriate campus research oversight body has approved the inclusion of smoking. Smoking research studies must receive advance approval from the Vice President of Academic Affairs.



TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TOBACCO AND SMOKE FREE CAMPUS

Page 3 of 3

POLICY 3610  
ADOPTED: 07/21/92  
AMENDED: 08/23/05  
AMENDED: 06/20/06  
AMENDED: 05/19/15

Definitions

For the purpose of this Policy, the following definitions shall apply:

"Smoking" means (1) carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment (1) lighting or burning any type of matter or substance that contains ~~tobacco~~ nicotine, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, vapes, water pipes, bongs, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes.

"Campus Property" means any property owned, leased, occupied, operated, or otherwise controlled by Triton College, including but not limited to academic and auxiliary buildings, classrooms, laboratories, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, athletic complexes and facilities, exterior open spaces, shuttle buses, shuttle bus stops, parking lots, driveways, loading docks, College-owned streets, sidewalks, and walkways.

"Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-FDA approved nicotine delivery device or product.

Commented [sk1]: This is not a defined term in the statute. There is no reason to remove it, but given that the most prevalent mode of smoking is now using products without tobacco, we may want to broaden this for clarity.

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

Meeting of December 20, 2022

POLICY SECTION Student Affairs

POLICY NO. 5115

First Reading ☒

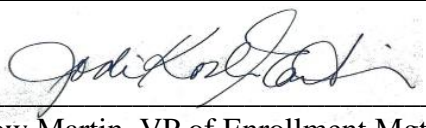
Second Reading ☐

**TITLE: RESIDENCY**

**PURPOSE:** Revisions to Policy 5115 are necessary as a result of recommendations from ICCB for students who are under legal guardianship of the Illinois Department of Children and Family Services, students who are homeless, and those who are incarcerated.

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**Submitted to Board by:**

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

---

**Tracy Jennings**  
Secretary

---

**Date**

# TRITON COLLEGE BOARD POLICY

## BOARD OF TRUSTEES, DISTRICT 504

## STUDENT AFFAIRS

### RESIDENCY~~E~~

POLICY 5115  
ADOPTED: 04/23/91  
AMENDED: 06/20/95

Residency~~e~~ is defined as the place where a student lives ~~and which a student intends to be his-their~~ true permanent home. A student who temporarily moves into the ~~Triton~~ district for the purpose of attending the College at a reduced tuition rate will not be considered as having established ~~residency-a true residency~~ within the district.

The student must meet the following criteria to be considered a resident of the district:

~~Occupy and/or own~~One must have occupied and/or owned a dwelling in the district for 30 days immediately prior to the start of classes ~~and must demonstrate district residency by providing. Provide~~ at least two ~~forms of identification-the following documents: such as-a~~ Illinois driver's license, automobile registration, property tax statement, voter registration card, lease or purchase agreement, utility or telephone bill, library card, or other ~~official-appropriate~~ documentation. ~~A change from out-of-district to in-district status during a semester becomes effective no earlier than the following semester.~~

A student who is currently under legal guardianship of the Illinois Department of Children and Family Services or has been recently emancipated from the Department is exempt from the 30-day criteria if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted by the student, a caseworker, or other personnel of the Department, or the student's attorney or guardian.

A student who is homeless may present a signed letter on letterhead from an in-district homeless shelter confirming residency in the shelter.

A student who is presently an inmate of a State correctional/rehabilitation institution located within Illinois is considered an out-of-district/in-state resident without meeting the 30-day residency policy.

A change from out-of-district to in-district status during a semester becomes effective no earlier than the following semester. Students who move in or out of the district during a semester are required to report their new residency to the Office of Admission.

No student shall become a resident on the basis of their attendance at Triton College.

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

Meeting of December 20, 2022

ACTION EXHIBIT NO. 16823

**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 11/1/22 to 11/30/22**

FROM		
ID#	AREA	ACCT #
<b>EDUCATION FUND</b>		
1	Horticulture	01-10300535-540100210
2	Library	01-20100510-540100210
3	Library	01-20100510-540100210
4	Ctr Access & Accom Services	01-20800530-530900010
5	Research Projects	01-80700520-540900505
6	Research Projects	01-80700520-540900505
7	Research Projects	01-80700520-540900505
8	Research Projects	01-80700520-540900505
9	Research Projects	01-80700520-540900505
10	Research Projects	01-80700520-540900505
11	Research Projects	01-80700520-540900505
12	Research Projects	01-80700520-540900505

FROM		
ID#	AREA	ACCT #
<b>BUILDING FUND</b>		
13	Construction	02-70900501-580400005

FROM		
ID#	AREA	ACCT #
<b>AUXILIARY FUND</b>		
14	Collins Center Pool	05-60900510-530400010

TO		
AREA	ACCT #	AMOUNT
Horticulture	01-10300535-530900010	\$ 600.00
Library	01-20100510-550100005	750.00
Library	01-20100510-550200005	400.00
Ctr Access & Accom Services	01-20800530-540901005	11,679.00
Business	01-10200520-510300010	5,600.00
Business	01-10200520-530900010	4,400.00
Engineering Technology	01-10300530-530900010	45.00
Title V	01-80900550-510200005	69,175.00
Title V	01-80900550-520100105	2,097.00
Title V	01-80900550-520100405	141.00
Title V	01-80900550-520500005	462.00
Title V	01-80900550-520900000	164.00

**TOTAL EDUCATION FUND** \$ 95,513.00

TO		
AREA	ACCT #	AMOUNT
Construction	02-70900501-530300010	\$ 136,000.00
<b>TOTAL BUILDING FUND</b>		<b>\$ 136,000.00</b>

TO		
AREA	ACCT #	AMOUNT
Collins Center Pool	05-60900510-540900505	\$ 2,500.00
<b>TOTAL AUXILIARY FUND</b>		<b>\$ 2,500.00</b>

**PROPOSED BUDGET TRANSFERS - FY 2023  
FOR THE PERIOD 11/1/22 to 11/30/22**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>RESTRICTED FUND</b>					
15	GADgET Nicor STEM GLOW	06-10305017-530900010	GADgET Nicor STEM GLOW	06-10305017-540900505	\$ 3,000.00
16	GADgET Nicor STEM GLOW	06-10305017-550200005	GADgET Nicor STEM GLOW	06-10305017-540900505	264.78
17	GADgET NBT 2021	06-10305020-510300030	GADgET Nicor STEM GLOW	06-10305017-540900505	1,000.00
18	AEF-ADULT ED - FEDERAL	06-10605005-510300010	AEF-ADULT ED - FEDERAL	06-10605005-540600010	2,000.00
19	GEER2	06-20905044-510200010	GEER2	06-20905044-530900010	80,000.00
20	GEER2	06-20905044-510300210	GEER2	06-20905044-530900010	2,320.00
21	Adult Volunteer Literacy	06-30805001-510200005	Adult Volunteer Literacy	06-30805001-540600005	300.00
			<b>TOTAL RESTRICTED FUND</b>		<b>\$ 88,884.78</b>
			<b>TOTAL PROPOSED BUDGET TRANSFERS</b>		<b>\$ 322,897.78</b>

**Budget Transfer Form**

Dollar Amount

\$600

From what Budget Account

01 10300535 540100210

Object Code Description

instructional supplies

To what Budget Account

01 10300535 530900010

Other Contractual Services

Is this a Grant?

Yes ( ) No (X)

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

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

Grant Accountant?

Include Attachments: Yes ( ) No (X)

**Rationale:**

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

Perkins grant funded \$2000 for instructional supplies so fewer Triton instructional supplies funds will be needed.

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

Funding is needed for work-based learning experiences (guest lecturer honoraria) in HRT 160 and HRT 165.

**Required Signatures**

Requestor

DocuSigned by:

Douglas Peck

10/13/2022

Cost Center Manager

DocuSigned by:

Christopher Clem

10/13/2022

Associate Dean (If Applicable)

DocuSigned by:

Alexandria Terrazas

10/31/2022

Dean (If Applicable)

DocuSigned by:

Dr. Jennifer Davidson

11/1/2022

Associate Vice President

DocuSigned by:

Paul Jensen

11/2/2022

Area Vice President

DocuSigned by:

Dr. Susan Campos

11/2/2022

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

BLH62 DS 11/9/22

Budget Transfer Form

Dollar Amount

\$750.00

From what Budget Account

01 - 20100510 - 540100210

Object Code Description

Library: Instructional Supplies

To what Budget Account

01 - 20100510 - 550100005

Library: 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:  
Less funds will be used for instructional supplies.

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

Meeting expense funds are currently \$0.00 More funds are needed in meeting expense account for this year.

Required Signatures

Requestor

DocuSigned by:

Amy Pine

11/3/2022

Cost Center Manager

DocuSigned by:

Dubravka Juraga

11/3/2022

Associate Dean (If Applicable)

DocuSigned by:

Hilary Meyer

11/3/2022

Dean (If Applicable)

DocuSigned by:

Denise Jones

11/3/2022

Associate Vice President

DocuSigned by:

Jodi Koslow Martin

11/4/2022

Area Vice President

DocuSigned by:

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

BW440 DS 11/9/22



Budget Transfer Form

Dollar Amount

\$400.00

From what Budget Account

01 - 20100510 - 540100210

Object Code Description

Library: Instructional Supplies

To what Budget Account

01 - 20100510 - 550200005

Library: Travel-In 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:  
Less funds will be used for Instructional supplies.

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

The Travel-in state account currently has \$0.00 in the budget line. More funds are needed in the Travel-in state account.

Required Signatures

Requestor

DocuSigned by:

Amy Pine

11/3/2022

Cost Center Manager

DocuSigned by:

Dubravka Juraga

11/3/2022

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:

Hilary Meyer

11/3/2022

Associate Vice President

DocuSigned by:

Deise Jones

11/3/2022

Area Vice President

DocuSigned by:

Sadi Koslow Martin

11/4/2022

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: \_\_\_\_\_

Entered by:

B6461 DS 11/9/22

**Budget Transfer Form**

Dollar Amount

\$11,679

From what Budget Account

01 20800530 530900010

Object Code Description

CAAS: Other Contractuals

To what Budget Account

01 20800530 540901005

CAAS: Computer Equipment &lt;5K

Is this a Grant?

Yes ☐ No ☒

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

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

Grant Accountant?

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 have additional funds in other Contractuals we can use for needed equipment.

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

Funds are needed in Computer Equipment &lt;5K for our SEED program laptops and iPads.

**Required Signatures**

Requestor

DocuSigned by:

Hilary Meyer

11/18/2022

Cost Center Manager

DocuSigned by:

Deborah Kaczmarek

11/18/2022

Associate Dean (If Applicable)

DocuSigned by:

[Signature]

11/18/2022

Dean (If Applicable)

DocuSigned by:

Denise Jones

11/18/2022

Associate Vice President

DocuSigned by:

[Signature]

11/18/2022

Area Vice President

DocuSigned by:

[Signature]

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

BL470 DS 11/22/22

Budget Transfer FormDollar Amount \$5,600.00

			<b>Object Code Description</b>
From what Budget Account	01	80700520 540900505	Research Projects : Other Materials
To what Budget Account	01	10200520 510300010	Business : Part-Time Faculty Contracts

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:**

Money was budgeted in FY23 Research Projects for innovative projects allocated by the Executive Team. Money was placed here with the intention to transfer funds to the cost center when ready to be used for the department's approved project.

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

Funds will be used for curriculum development which has been approved through our FY23 budget planning process.

**Required Signatures****Requestor**DocuSigned by:  
Danielle Stephens 10/27/2022**Cost Center Manager**DocuSigned by:  
William Griffin 10/27/2022**Associate Dean (If Applicable)****Dean (If Applicable)**DocuSigned by:  
Colleen Rockafellow 10/27/2022**Associate Vice President**DocuSigned by:  
Sean Sullivan 10/27/2022**Area Vice President****BUSINESS OFFICE APPROVALS**Grant Accountant: Asst. Director of Finance: Exec. Director of Finance: Exec. Dir. of Bus. Operations: Entered by: B6456 DS 11/1/22VP of Business Services: Susan 11/1/22

Budget Transfer FormDollar Amount \$4,400.00

From what Budget Account 01 80700520 540900505 Object Code Description Research Projects : Other Materials

To what Budget Account 01 10200520 530900010 Business: 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:

Money was budgeted in FY23 Research Projects for innovative projects allocated by the Executive Team. Money was placed here with the intention to transfer funds to the cost center when ready to be used for the department's approved project.

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

Funds will be used for curriculum development which has been approved through our FY23 budget planning process.

Required Signatures

**Requestor** Danielle Stephens 10/27/2022  
DocuSigned by: E14B55A6A9044E1

**Cost Center Manager** William Griffin 10/27/2022  
DocuSigned by: 7C9BD1F876D1487...

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Colleen Rockafellow 10/27/2022  
DocuSigned by: B37C38A53154E1...

**Area Vice President** Sean Sullivan 10/27/2022  
DocuSigned by: 642220251E074A1...

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: MRExec. Dir. of Bus. Operations: CRVP of Business Services: Shane 11/1/22Entered by: B6457 DS 11/1/22

Budget Transfer Form

Dollar Amount	<u>\$45.00</u>		Object Code Description
From what Budget Account	01 - <u>80700520</u> - <u>540900505</u>	Research Projects : Other Materials & Supplies	
To what Budget Account	01 - <u>10300530</u> - <u>530900010</u>	Engineering Technology : Other Contractual Services	
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:

Funds were budgeted in Research Projects with the intent of doing a Budget Transfer once the project and amount to be spent was determined for FY23 Innovative Projects.

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

Funds are needed for the purchase of software training for the Engineering Training faculty.

Required Signatures

Requestor	<u>DocuSigned by:</u> <u>Danielle Stephens</u>	11/16/2022
Cost Center Manager	<u>DocuSigned by:</u> <u>Jim Reynolds</u>	11/16/2022
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	<u>DocuSigned by:</u> <u>Colleen Rockafellow</u>	11/16/2022
Area Vice President	<u>DocuSigned by:</u> <u>Sean Sullivan</u>	11/16/2022

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: Seamus 11/18/22

Entered by: B464690511/21/22

Budget Transfer Form

Dollar Amount

\$69,175.00

From what Budget Account

01 80700520 540900505

Object Code Description

Research Projects:Other Materials &amp; Supplies

To what Budget Account

01 80900550 51020005

Title V : Professional/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?

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

Money was placed in this account with the intention to move to the appropriate account once final salaries of the grant were determined.

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

Funds have been budgeted to meet the requirements of the grant. These monies were budgeted at the beginning of the fiscal year, we are now moving them to the appropriate account for the Title V budget.

Required Signatures**Requestor**

DocuSigned by:

Danielle Stephens

11/28/2022

**Cost Center Manager**

DocuSigned by:

Jim Reynolds

11/28/2022

**Associate Dean (If Applicable)****Dean (If Applicable)****Associate Vice President**

DocuSigned by:

Colleen Rockafellow

11/28/2022

**Area Vice President**

DocuSigned by:

Sean Sullivan

11/28/2022

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: \_\_\_\_\_

Entered by:

B6479 DS 11/28/22

Budget Transfer Form

Dollar Amount

\$2,097.00

From what Budget Account

01 80700520 540900505

Object Code Description

Research Projects : Other Materials &amp; Supplies

To what Budget Account

01 80900550 520100105

Title V : Medical / Dental

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:**

Money was placed in this account with the intention to move to the appropriate account once final salaries of the grant were determined.

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

Funds have been budgeted to meet the requirements of the grant. These monies were budgeted at the beginning of the fiscal year, we are now moving them to the appropriate account for the Title V budget.

Required Signatures**Requestor**

DocuSigned by:

Danielle Stephens

11/28/2022

**Cost Center Manager**

DocuSigned by:

Jim Reynolds

11/28/2022

**Associate Dean (If Applicable)****Dean (If Applicable)****Associate Vice President**

DocuSigned by:

Colleen Rockafellow

11/28/2022

**Area Vice President**

DocuSigned by:

Sean Sullivan

11/28/2022

**BUSINESS OFFICE APPROVALS****Grant Accountant:** \_\_\_\_\_**Asst. Director of Finance** \_\_\_\_\_**Exec. Director of Finance:** \_\_\_\_\_**Exec. Dir. of Bus. Operations:** \_\_\_\_\_**VP of Business Services:** \_\_\_\_\_

Entered by:

BL475 DS 11/28/22

**Budget Transfer Form**

Dollar Amount

\$141.00

From what Budget Account

01 80700520 540900505

Object Code Description

Research Projects : Other Materials &amp; Supplies

To what Budget Account

01 80900550 520100405

Title V : Group Life

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:

Money was placed in this account with the intention to move to the appropriate account once final salaries of the grant were determined.

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

Funds have been budgeted to meet the requirements of the grant. These monies were budgeted at the beginning of the fiscal year, we are now moving them to the appropriate account for the Title V budget.

**Required Signatures**

Requestor

DocuSigned by:

Danielle Stephens

11/28/2022

B14868A0A704404

Cost Center Manager

DocuSigned by:

Jim Reynolds

11/28/2022

9E5F009110F0AEB

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

Colleen Rockafellow

11/28/2022

B57C08A0F0454E1

Area Vice President

DocuSigned by:

Sean Sullivan

11/28/2022

B42220251EC74A1

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

B6476DS 11/28/22



**Budget Transfer Form**

<b>Dollar Amount</b>	<u>\$462.00</u>			<b>Object Code Description</b>
<b>From what Budget Account</b>	<u>01</u>	<u>80700520</u>	<u>540900505</u>	<u>Research Projects : Other Materials &amp; Supplies</u>
<b>To what Budget Account</b>	<u>01</u>	<u>80900550</u>	<u>520500005</u>	<u>Title V : Medicare</u>
<b>Is this a Grant?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		<b>*If you are submitting a grant transfer, the following statement must appear in the Rationale:</b> "This is an allowable transfer under the (name of grant) guidelines"		
<b>Grant Accountant?</b>		<b>Include Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></b>		

**Rationale:**

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

Money was placed in this account with the intention to move to the appropriate account once final salaries of the grant were determined.

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

Funds have been budgeted to meet the requirements of the grant. These monies were budgeted at the beginning of the fiscal year, we are now moving them to the appropriate account for the Title V budget.

**Required Signatures****Requestor**

DocuSigned by:  
Danielle Stephens 11/28/2022  
E1A268A0A7044B1

**Cost Center Manager**

DocuSigned by:  
Jim Reynolds 11/28/2022  
9CB45D9118FD4EB

**Associate Dean (If Applicable)**

\_\_\_\_\_

**Dean (If Applicable)**

\_\_\_\_\_

**Associate Vice President**

DocuSigned by:  
Colleen Rockafellow 11/28/2022  
B37C38A0F4154E1

**Area Vice President**

DocuSigned by:  
Sean Sullivan 11/28/2022  
642220251EC7AA1

**BUSINESS OFFICE APPROVALS****Grant Accountant:** \_\_\_\_\_**Asst. Director of Finance** \_\_\_\_\_**Exec. Director of Finance:** \_\_\_\_\_ *MP***Exec. Dir. of Bus. Operations:** \_\_\_\_\_ *CR***VP of Business Services:** *JS* 11/28/22**Entered by:** *B6477DS* 11/28/22

**Budget Transfer Form**

Dollar Amount

\$164.00

From what Budget Account

01 - 80700520 - 540900505

Object Code Description

Research Projects : Other Materials &amp; Supplies

To what Budget Account

01 - 80900550 - 520900000

Title V : Other Employee Benefits

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:

Money was placed in this account with the intention to move to the appropriate account once final salaries of the grant were determined.

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

Funds have been budgeted to meet the requirements of the grant. These monies were budgeted at the beginning of the fiscal year, we are now moving them to the appropriate account for the Title V budget.

**Required Signatures**

Requestor

DocuSigned by:

Danielle Stephens

11/28/2022

Cost Center Manager

DocuSigned by:

Jim Reynolds

11/28/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

Colleen Rockafellow

11/28/2022

Area Vice President

DocuSigned by:

Sean Sullinan

11/28/2022

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

VP of Business Services:

Entered by:

BL478 DS 11/28/22

Budget Transfer FormDollar Amount \$136,000.00

From what Budget Account	02	70900501	580400005	Object Code Description	Construction : Building Remodeling >50K
To what Budget Account	02	70900501	530300010		Construction : Architectural 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:  
Total construction costs including architecture fees were budgeted in Building Remodeling >50K.

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

Transfer is needed to move the architectural fee portions of the project costs to the appropriate account.

Required Signatures

Requestor

DocuSigned by:  
Danielle Stephens 11/10/2022

Cost Center Manager

DocuSigned by:  
John Lambert 11/10/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:  
Colleen Rockafellow 11/10/2022

Area Vice President

DocuSigned by:  
Sean Sullivan 11/10/2022**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: Sean 11/10/22Entered by: B6465 DS 11/11/22

Budget Transfer Form

Dollar Amount

\$2,500.00

From what Budget Account

05 60900510 530400010

Object Code Description

Maintenance Services

To what Budget Account

05 60900510 540900505

Other Materials &amp; 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:  
Less anticipated expenses for maintenance than originally expected.

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

Additional lane lines needed for the pool due to repeated usage and damages.

Required Signatures

Requestor

DocuSigned by:

Yanin Hernandez

11/10/2022

6F1961074800434

DocuSigned by:

Garrick Abegtian

11/10/2022

6A8175028210404

Cost Center Manager

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

Colleen Rockafellow

11/11/2022

637150003304E1

DocuSigned by:

Sean Sullivan

11/11/2022

642220251EC74AT

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:

B6468 DS 11/14/22

**Budget Transfer Form**

Dollar Amount

\$3,000.00

From what Budget Account

06 10305017 530900010

Object Code Description

GADgET Nicor STEM GLOW : Other Contractual Se

To what Budget Account

06 10305017 540900505

GADgET Nicor STEM GLOW : Other Materials &amp; Su

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:

No additional contractual services are needed this year.

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

Costs of supplies are thru the roof so funds are being moved to where they will be expended for materials and supplies needed for the program.

This is an allowable transfer under the Gadget Nicor Stem Glow grant guidelines.

**Required Signatures**

Requestor

DocuSigned by:  
 [Signature] 11/15/2022

Cost Center Manager

DocuSigned by:  
 [Signature] 11/15/2022

Associate Dean (If Applicable)

DocuSigned by:  
 [Signature] 11/16/2022

Dean (If Applicable)

DocuSigned by:  
 [Signature] 11/16/2022

Associate Vice President

DocuSigned by:  
 [Signature] 11/21/2022

Area Vice President

DocuSigned by:  
 [Signature] 11/21/2022

**BUSINESS OFFICE APPROVALS**

Grant Accountant: [Signature] 11/22/2022

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 11/23/22

Entered by: B6473 DS 11/28/22

Budget Transfer Form

Dollar Amount

\$264.78

From what Budget Account

06 10305017 550200005

Object Code Description

GADgET Nicor STEM GLOW : Travel - In State

To what Budget Account

06 10305017 540900505

GADgET Nicor STEM GLOW : Other Materials &amp; Su

DS  
PD

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:

No additional funds are needed for in-state travel this year.

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

Costs of supplies are thru the roof so funds are being moved to where they will be expended for materials and supplies needed for the program.

This is an allowable transfer under the GADgET Nicor STEM Glow grant guidelines.

Required Signatures

Requestor

DocuSigned by:  11/15/2022

Cost Center Manager

DocuSigned by:  11/15/2022

Associate Dean (If Applicable)

DocuSigned by: \_\_\_\_\_ 11/16/2022

Dean (If Applicable)

Jennifer Davidson

Associate Vice President

DocuSigned by: \_\_\_\_\_ 11/16/2022

Area Vice President

Paul Jensen

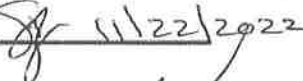
DocuSigned by: \_\_\_\_\_ 11/21/2022

Susan Campos

FC3M31F064195...

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

 11/22/2022

Asst. Director of Finance



Exec. Director of Finance:



Exec. Dir. of Bus. Operations:

Entered by: B6472 DS 11/22/22

VP of Business Services:

 11/22/22

\$1,000.00

06 10305020 510300030

GADgET NBT 2021 : FT Extra Duty Non-Chair/Coc

06 10305017 540900505

GADgET Nicor STEM GLOW : Other Materials & Su

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"**

**Include Attachments:** Yes ☐ No ☒

No additional funds are needed for FT extra duty activities this year.

This is an allowable transfer under the Gadget NBT 2021 and Gadget Nicor Stem Glow grant guidelines.

## DocuSigned by:

DocuSigned by:  
Ant. J. 82

11/15/2022

DocuSigned by:

DocuSigned by:  
Audrey

11/15/2022

DocuSigned by:

DocuSigned by:  
Jennifer D.

11/16/2022

TELEPHONE

DocuSigned by:  
D. Paul A. [Signature]

11/16/2022

Paul Kiese

DocuSigned by:  
815C0D2581974D

11/21/2022

Susan Campo

Susan Campo

8/11/22/2022

10

\_\_\_\_\_

CP

Entered by: BL471 DS 11/22/22

Sander 11/22/22

**Budget Transfer Form**

Dollar Amount

\$2000

Object Code Description

From what Budget Account

06 10605005 510300010

AEF Adult Ed Federal:PartTime Faculty contrac

To what Budget Account

06 10605005 540600010

AEF Adult Ed Federal:Prof Dev-Publications\$D

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:**

Because of the teacher shortage, we were unable to run approximately 20 sections of late-start ESL classes so we have underspent on PT faculty contracts line by ~\$60,000.

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

Funds are needed in the "publication and dues" line to cover the cost of memberships and conference registration fees for a number of adult education conferences and meetings in FY23 (approximately \$2,000).

This is an allowable expense in the AEFLA grants.

**Required Signatures**

Requestor

DocuSigned by:

Tina Fajardo

11/3/2022

Cost Center Manager

DocuSigned by:

Jaqueline Lynch

11/3/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

Paul Jensen

11/3/2022

Area Vice President

DocuSigned by:

Susan Campos

11/3/2022

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

[Signature] 11/4/22

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

[Signature]

VP of Business Services:

[Signature] 11/9/22

Entered by:

B6463 DS 11/9/22



Budget Transfer Form

Dollar Amount

\$80,000

From what Budget Account

06 20905044 510200010

Object Code Description

GEER2: Professional/Tech Part-Time

To what Budget Account

06 20905044 530900010

GEER2: Other Contractual Services

☐ OS  
☒ PD

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:

Professional/Tech Part-Time funds are not needed as we are no longer hiring for these positions.

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

More Other Contractual Services funds are needed to support free virtual medical and wellness care for students with TimelyCare.

This is an allowable transfer under the GEER 2 guidelines.

Required Signatures

Requestor

 DocuSigned by:  
 Hilary Meyer 11/3/2022  
 800CF7B8D0F420...

Cost Center Manager

 DocuSigned by:  
 Hilary Meyer 11/3/2022  
 800CF7B8D0F420...

Associate Dean (If Applicable)

 DocuSigned by:  
 Hilary Meyer 11/3/2022  
 800CF7B8D0F420...

Dean (If Applicable)

 DocuSigned by:  
 Hilary Meyer 11/7/2022  
 800CF7B8D0F420...

Associate Vice President

 DocuSigned by:  
 Julia Willis 11/9/2022  
 7F7035AB8DAE4FC...

Area Vice President

 DocuSigned by:  
 JMA 11/9/2022  
 7F7035AB8DAE4FC...
BUSINESS OFFICE APPROVALS

Grant Accountant:

 11/10/2022  
 [Signature]

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

[Signature]

VP of Business Services:

 11/11/22  
 [Signature]

Entered by:

B6466 DS 11/11/22

**Budget Transfer Form**

Dollar Amount

\$2,320

From what Budget Account

06 20905044 510300210

Object Code Description

GEER2: Part Time Stipend or Extra Duty

To what Budget Account

06 20905044 530900010

GEER2: Other Contractual Services

☐ OS  
☒ PD

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:

Not all funds are needed in Part Time Stipend or Extra Duty.

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

More Other Contractual Services funds are needed to support free virtual medical and wellness care for students with TimelyCare.

This is an allowable transfer under the GEER 2 guidelines.

**Required Signatures**

Requestor

 DocuSigned by:  
 Hilary Meyer 11/3/2022  
 80DE7F8E906F420...

Cost Center Manager

 DocuSigned by:  
 Hilary Meyer 11/3/2022  
 80DE7F8E906F420...

Associate Dean (if Applicable)

 DocuSigned by:  
 Hilary Meyer 11/3/2022  
 80DE7F8E906F420...

Dean (if Applicable)

 DocuSigned by:  
 Hilary Meyer 11/9/2022  
 80DE7F8E906F420...

Associate Vice President

 DocuSigned by:  
 Julia Willis 11/9/2022  
 7C5B81D506354C9...

Area Vice President

 DocuSigned by:  
 Jodi Koslow Martin 11/9/2022  
 777058A8E4E4FC...
**BUSINESS OFFICE APPROVALS**

Grant Accountant:

 11/10/2022

Asst. Director of Finance



Exec. Director of Finance:



Exec. Dir. of Bus. Operations:



VP of Business Services:

 11/11/22

Entered by:

B646705 11/11/22

Budget Transfer Form

Dollar Amount	\$300			
From what Budget Account	06	30805001	510200005	Object Code Description Adult Volunteer Literacy: Professional/Tech
To what Budget Account	06	30805001	540600005	Adult Volunteer Literacy : Publication & Dues
Is this a Grant?	*If you are submitting a grant transfer, the following statement must appear in the Rationale:			
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	"This is an allowable transfer under the (name of grant) guidelines"			
Grant Accountant?	Susan Zefeldt		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 salary line was overestimated by \$4,503, in the FY23 grant application. \$300 of the \$4,503 will be used for FY23 Literacy Works subscription.

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

Funds are needed in the "Publication and Dues" budget line to cover the Literacy Works subscription for students and tutors.

This is an allowable expense under the guidelines of the SOS volunteer Literacy grant.

Required Signatures**Requestor**

DocuSigned by: Carla Crittenden 11/22/2022

**Cost Center Manager**

DocuSigned by: Jacqueline Lynch 11/22/2022

**Associate Dean (If Applicable)**

\_\_\_\_\_

**Dean (If Applicable)**

\_\_\_\_\_

**Associate Vice President**

DocuSigned by: Paul Jensen 11/28/2022

**Area Vice President**

DocuSigned by: Susan Campos 11/28/2022

**BUSINESS OFFICE APPROVALS****Grant Accountant:**

SJ 11/28/2022

**Asst. Director of Finance**

[Signature]

**Exec. Director of Finance:**

[Signature]

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

CR

Entered by: BL484 DS 11/30/22

**VP of Business Services:**

[Signature] 11/30/22

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

Meeting of December 20, 2022

ACTION EXHIBIT NO. 16824

**SUBJECT: 2022 TAX LEVY**

**RECOMMENDATION:** That the Board of Trustees approve the 2022 tax levy as presented.

It has been determined that the amount of money necessary to be raised by taxation upon the taxable property of Community College District 504 for the 2022 tax year is \$31,567,091.

**RATIONALE:** The proposed aggregate levy is zero dollar (\$0) increase compared to the 2021 final extended levy, as presented by the Cook County Clerk. The 2022 tax levy will be used as a basis to the formation of the FY 2024 Budget and will provide the College with a portion of the financial resources necessary to support the educational plan for the current fiscal year.

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*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 ☐

## **Certificate of Tax Levy**

Community College District No. 504 County of Cook

Community College District Name: Triton College and State of Illinois

We hereby certify that we require:

the sum of \$21,051,348 to be levied as a tax for educational purposes, and

the sum of \$6,441,772 to be levied as a tax for operations and maintenance purposes, and

the sum of \$2,863,664 to be levied as a special tax for purposes of the Local Government and  
Governmental Employees Tort Immunity Act, and

the sum of \$293,953 to be levied as a special tax for Workers' Compensation and  
Occupational diseases insurance purposes, and

the sum of \$407,742 to be levied as a special tax for Medicare insurance purposes, and

the sum of \$66,377 to be levied as a special tax for Unemployment insurance purposes, and

the sum of \$142,235 to be levied as a special tax for financial audit purposes, and

the sum of \$300,000 to be levied as a special tax for Life Safety Projects

on the taxable property of our community college district for the year 2022; and that these amounts be levied on the equalized assessed value of the taxable property of Community College District 504, County of Cook and State of Illinois, for the year 2022 to be collected in the year 2023; and that the levy for the year 2022 be allocated 50% for Fiscal Year 2023 and 50% for Fiscal Year 2024.

Signed this 20<sup>th</sup> day of December, 2022.

---

Mark R. Stephens  
Board Chairman of Said Community College District

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Tracy Jennings  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk of each county in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution.

Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 0.

This certificate of tax levy shall be filed with the county clerk of each county which any part of the community college district is located on or before the last Tuesday in December.

---

**DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT**

This is to certify that the Certificate of Tax Levy for Community College District No. 504 County of Cook and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2022 was filed in the Office of the County Clerk of this county on \_\_\_\_\_, 2022.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension (s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, approved in the original resolutions(s), for said purpose for year 2022 is \$-0-.

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County

\_\_\_\_\_  
Date

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

Meeting of December 20, 2022

ACTION EXHIBIT NO. 16825

**SUBJECT: CERTIFICATION OF COMPLIANCE WITH TRUTH IN TAXATION ACT**

**RECOMMENDATION:** That the Board of Trustees approve the attached Certification of Compliance with the Truth in Taxation Act.

**RATIONALE:** The 2022 Tax Levy has been adopted in full compliance with the provisions of Division 2.1, Sections 18-101.1 through 18-101.45 of the Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
**Chairman**

---

**Tracy Jennings**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐

## TRUTH IN TAXATION

### CERTIFICATE OF COMPLIANCE

I, Mark R. Stephens, hereby certify that I am the Chairman and the presiding officer of the Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85.

This Certificate applies to the 2022 Levy.

Dated this 20<sup>th</sup> day of December, 2022

---

Mark R. Stephens, Chairman  
Board of Trustees  
Community College District No. 504  
County of Cook and State of Illinois



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

Meeting of December 20, 2022

ACTION EXHIBIT NO. 16826

**SUBJECT: RESOLUTION ABATING TAXES LEVIED FOR DEBT SERVICE ON  
SERIES 2020A, SERIES 2020B AND SERIES 2020C BONDS**

**RECOMMENDATION:** That the Board of Trustees approve the Resolution abating all taxes heretofore levied for the year 2022 to pay debt service on the District's outstanding Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020A, General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020B and Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020C for the total abatement of \$1,274,743.26.

**RATIONALE:** This proposed abatement follows the Board's commitment to finance the campus redevelopment bonds with existing revenue streams, and not to levy additional taxes. When issuing the Bonds, the law requires taxes to be levied. This abatement removes the taxes on (a) the Series 2020A Bonds in the amount of \$19,672.50, (b) the Series 2020B Bonds in the amount of \$243,650.00, and (c) the Series 2020C Bonds in the amount of \$1,011,420.76.

---

*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 ☐

MINUTES of a regular public meeting of the Board of Trustees of  
Community College District No. 504, County of Cook and State of  
Illinois, held at 2000 Fifth Avenue, River Grove, Illinois, in said  
District at 6:30 o'clock P.M., on the 20<sup>th</sup> day of December, 2022.

\* \* \*

The Chairman called the meeting to order and directed the Secretary to call the roll.

Upon roll call, Mark R. Stephens, the Chairman, and the following Trustees were  
physically present at said location: \_\_\_\_\_

\_\_\_\_\_ .  
The following Trustees were allowed by a majority of the Trustees of the Board of Trustees  
in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend  
the meeting by video or audio conference: \_\_\_\_\_

\_\_\_\_\_ .  
No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner  
or to any extent whatsoever: \_\_\_\_\_

\_\_\_\_\_ .  
The Chairman announced that the next item of business before the Board of Trustees was  
the consideration of a Resolution abating all of the taxes heretofore levied for the year 2022 to pay  
debt service on the District's outstanding Taxable General Obligation Refunding Bonds (Alternate  
Revenue Source), Series 2020A, General Obligation Refunding Bonds (Alternate Revenue  
Source), Series 2020B and Taxable General Obligation Refunding Bonds (Alternate Revenue  
Source), Series 2020C.

Thereupon, Trustee \_\_\_\_\_ presented, and there was made available to the Trustees  
and interested members of the public the following Resolution:

A RESOLUTION abating all of the taxes heretofore levied for the year 2022 to pay debt service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020A, General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020B and Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020C of Community College District No. 504, County of Cook and State of Illinois.

Trustee \_\_\_\_\_ moved and Trustee \_\_\_\_\_ seconded the motion that said resolution as presented be adopted.

After a full and complete discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees:  
\_\_\_\_\_ voted AYE,  
and the following Trustees:

\_\_\_\_\_ voted NAY.

Whereupon the Chairman declared the motion carried and said resolution adopted, and approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of the Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said Resolution was duly transacted at said meeting.

Upon motion duly made and seconded, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Trustees

A RESOLUTION abating all of the taxes heretofore levied for the year 2022 to pay debt service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020A, General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020B and Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020C of Community College District No. 504, County of Cook and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 504, County of Cook and State of Illinois (the “*District*”), by a resolution dated October 20, 2020, as supplemented by a Bond Order dated October 27, 2020 (together, the “*2020 Bond Resolution*”), has heretofore issued and has outstanding its Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020A (the “*Series 2020A Bonds*”), and provided for the levy of a direct annual tax sufficient to pay the principal of and interest on the Series 2020A Bonds; and

WHEREAS, the Board, by the 2020 Bond Resolution, has also heretofore issued and has outstanding its General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020B (the “*Series 2020B Bonds*”), and provided for the levy of a direct annual tax sufficient to pay the principal of and interest on the Series 2020B Bonds; and

WHEREAS, the Board, by the 2020 Bond Resolution, as supplemented by a Bond Order dated December 9, 2020 (together, the “*2020C Bond Resolution*”), has heretofore issued and has outstanding its Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020C (the “*Series 2020C Bonds*”), and provided for the levy of a direct annual tax sufficient to pay the principal of and interest on the Series 2020C Bonds; and

WHEREAS, duly certified copies of the 2020 Bond Resolution and the 2020C Bond Resolution (collectively, the “*Bond Resolutions*”) were filed in the office of the County Clerk of Cook County, Illinois (the “*County Clerk*”); and

WHEREAS, the Board has determined and does hereby determine that the Pledged Revenues (as defined in the Bond Resolutions) are or will be available to pay the principal of and interest on the Series 2020A Bonds, the Series 2020B Bonds and the Series 2020C Bonds when due on June 1, 2023 and December 1, 2023, so as to enable the abatement of the Pledged Taxes (as defined in the Bond Resolutions) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2022 pursuant to the Bond Resolutions for the purpose of paying principal of and interest on the Series 2020A Bonds, the Series 2020B Bonds and the Series 2020C Bonds be abated:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 504, COUNTY OF COOK AND STATE OF ILLINOIS, AS FOLLOWS:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and do incorporate them into this Resolution by this reference thereto.

*Section 2. Abatement of Tax – Series 2020A Bonds.* The tax heretofore levied for the year 2022 in the 2020 Bond Resolution with respect to the Series 2020A Bonds shall be abated as follows:

YEAR OF LEVY	TAX LEVIED IN THE 2020 BOND RESOLUTION	TAX TO BE ABATED	TAX TO BE EXTENDED SUFFICIENT TO PRODUCE
2022	\$19,672.50	\$19,672.50	\$0.00

*Section 3. Abatement of Tax – Series 2020B Bonds.* The tax heretofore levied for the year 2022 in the 2020 Bond Resolution with respect to the Series 2020B Bonds shall be abated as follows:

<b>YEAR OF LEVY</b>	<b>TAX LEVIED IN THE 2020 BOND RESOLUTION</b>	<b>TAX TO BE ABATED</b>	<b>TAX TO BE EXTENDED SUFFICIENT TO PRODUCE</b>
2022	\$243,650.00	\$243,650.00	\$0.00

*Section 4. Abatement of Tax – Series 2020C Bonds.* The tax heretofore levied for the year 2022 in the 2020C Bond Resolution with respect to the Series 2020C Bonds shall be abated as follows:

<b>YEAR OF LEVY</b>	<b>TAX LEVIED IN THE 2020C BOND RESOLUTION</b>	<b>TAX TO BE ABATED</b>	<b>TAX TO BE EXTENDED SUFFICIENT TO PRODUCE</b>
2022	\$1,011,420.76	\$1,011,420.76	\$0.00

*Section 5. Filing of Resolution.* Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk, and it shall be the duty of the County Clerk to abate all said taxes for the year 2022 in accordance with the provisions of this Resolution.

*Section 6. Repealer.* All other resolutions or orders, or parts thereof, in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed, and this Resolution shall be in full force and effect forthwith and immediately upon its adoption.

Passed by the Board on December 20, 2022 by a roll call vote as follows:

AYES: \_\_\_\_\_  
 \_\_\_\_\_  
 NAYS: \_\_\_\_\_  
 \_\_\_\_\_  
 ABSENT: \_\_\_\_\_  
 \_\_\_\_\_

**COMMUNITY COLLEGE  
DISTRICT NO. 504, COUNTY OF  
COOK AND STATE OF ILLINOIS**

By: \_\_\_\_\_  
Chairman

APPROVED this 20<sup>th</sup> day of December, 2022.

Attest:

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS                 )  
  ) SS  
COUNTY OF COOK                 )

**CERTIFICATION OF RESOLUTION AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of Community College District No. 504, County of Cook and State of Illinois (the "*District*"), and as such officer I am the keeper of the books, records, files, and journal of proceedings of the District and of the Board of Trustees thereof (the "*Board*").

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 20<sup>th</sup> day of December, 2022, insofar as same relates to the adoption of a resolution entitled:

A RESOLUTION abating all of the taxes heretofore levied for the year 2022 to pay debt service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020A, General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020B and Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020C of Community College District No. 504, County of Cook and State of Illinois,

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 20<sup>th</sup> day of December, 2022.

---

Secretary, Board of Trustees



STATE OF ILLINOIS       )  
  )  
COUNTY OF COOK        )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Cook County, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, there was filed in my office a duly certified copy of a resolution entitled:

A RESOLUTION abating all of the taxes heretofore levied for the year 2022 to pay debt service on the Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020A, General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020B and Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020C of Community College District No. 504, County of Cook and State of Illinois,

duly passed and approved by the Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, on the 20<sup>th</sup> day of December, 2022, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2022 for the payment of the District's outstanding Series 2020A Bonds, Series 2020B Bonds and Series 2020C Bonds, as described in the Bond Resolutions, will be abated in their entirety as provided in the Resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Clerk of Cook County, Illinois

(SEAL)

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

Meeting of December 20, 2022

ACTION EXHIBIT NO. 16827

**SUBJECT: FACILITY FEE WAIVER: WEST 40 (DATE ADJUSTMENT)**

**RECOMMENDATION:** That the Board of Trustees approve a fee waiver request from the West 40 Intermediate Service Center for the use of Room T106 (\$325), as well as fees associated with maintenance and audiovisual needs (\$184), on Friday, February 3, 2023 from 1:30 p.m. to 4:00 p.m. for Training on “Sexual Predator Grooming”. The total value of the proposed facility waiver is \$509.

**RATIONALE:** The training date has been changed thus submitting this item again for approval. The original date that was approved by the Board last month was February 4, 2023. This action exhibit supports our partnership with the West 40 Intermediate Service Center and in-district grade schools, while promoting support of the Triton College community.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Chairman**

---

**Tracy Jennings**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒

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

Meeting of December 20, 2022

ACTION EXHIBIT NO. 16828

**SUBJECT: RATIFICATION OF CLASSIFIED NEGOTIATED AGREEMENT  
2023-2027**

**RECOMMENDATION:** That the Board of Trustees ratify the 2023-2027 Negotiated Agreement with the Triton College Classified Association. The Administration and the Triton Chapter of Classified Employees have negotiated a four-year extension of the last contract which is scheduled to expire June 30, 2023. Language changes and a 5.25% (percent) annual increase in base salary will apply each year of the four-year Agreement.

**RATIONALE:** This Agreement has been negotiated between the Triton College Board of Trustees and the Triton College Classified Association and was settled November 22, 2022. With all contract language having been completed, it shall be effective beginning July 1, 2023 through and inclusive of June 30, 2027. It was ratified by the membership of the Triton College Classified Association on Nov 30 - Dec 1, 2022, by a vote of seventy four (74) in favor, and four (4) against, passing with 94.87% (percent) of the ballots cast.

---

*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Chairman**

---

**Tracy Jennings**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐

# 2023-2027

## **AGREEMENT BETWEEN**

**BOARD OF TRUSTEES OF TRITON COLLEGE**  
Community College District No. 504

And

**TRITON COLLEGE CLASSIFIED ASSOCIATION**  
A Chapter of the Cook County College Teachers Union

**July 1, 2023 – June 30, 2027**

*Triton College is an Equal Opportunity/Affirmative Action Institution*

## ARTICLE V

### CONDITIONS OF EMPLOYMENT

#### A. Vacancies

1. For the purposes of this Agreement, a vacancy is defined as any full time bargaining unit position to which no employee is assigned.
2.
  - a. Before posting a classified vacancy, **the job description shall be reviewed by the area Administrator and the Union Chapter President (or their designees). Once reviewed with Human Resources, if changes are made it will be forwarded to the College President and the Board of Trustees for review and approval. Thereafter,** the Board shall give first consideration to qualified employees on the recall list or subject to be placed on the recall list.
  - b. If no one is qualified to fill a vacant position under 2.a. of this section, the administration shall post such vacancy at the earliest possible opportunity. The Board through the administration reserves the right not to post positions it deems as unnecessary for the continued operation of the institution. At least five (5) working days shall intervene between the posting by the administration and the publication of the vacancy through any other means. The administration will provide a job description of the vacancy when requested by classified applicants.
3. In reference to the determination to which applicants shall be referred to the Administration for consideration for employment or for the interview process indicated within this Article, any search committee shall have 30 days from the date of notice to the union for assignment of committee members to forward a name (or names as appropriate) to the supervisor of the position.

In the absence of the committee performing this duty within the time frame specified, the College President shall have the authority to submit the name of a candidate to the Board of Trustees for hiring.

4. Any classified employee may apply for any vacancies and, if qualified, shall be given an interview by the Administration. Each such applicant shall be afforded both an interview and written notification of the decision of the administration with regard to employing such an individual. In cases where more than one current classified employee applies for a vacancy and each employee is equally qualified for the position, the applicant with greater seniority on the College staff shall receive priority in being offered the position. In all cases the best qualified applicant will be recommended to the Board of Trustees for hiring.

#### **D. Holidays**

1. Regular Paid Holidays:

New Year's Eve day, New Year's Day, Martin Luther King's Birthday, President's Day\*, Spring Holiday, Memorial Day, Independence Day, Labor Day, Columbus Day\*, Veteran's Day\*, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day. (Note: When any regular paid holiday falls on a Saturday, the preceding work day shall be observed. Should it fall on Sunday, the following work day shall be observed). Academic year employees shall not receive a paid holiday on Independence Day. **Election Day and "Juneteenth" shall be recognized only on the date applicable as determined by Illinois or Federal law.**

2. Religious holidays not listed above may be taken as personal use leave with prior approval by the respective supervisor and the Associate Vice President of Human Resources.

3. A holiday falling within a vacation period shall not constitute a vacation day. A holiday occurring while an employee is on leave of absence for sickness or injury shall not be counted against his sick leave.

\*In the event the college calendar includes one or more of these holidays as teaching days, an equivalent number of floating holidays will be granted. The procedure for taking a floating holiday will be the same as a vacation request and the floating holiday must be taken in the fiscal year in which it was earned.

#### **E. Insurance - Medical/Dental**

1. All benefits set forth in the Health, Dental and Life Insurance program as adopted by the Board of Trustees shall be paid as herein after agreed for each full-time employee by Triton College except each new employee shall pay for his/her coverage for the first six months of employment. Each employee will be provided with specifics regarding these insurance programs.

Employee and dependent coverage shall be provided on a co-payment premium basis.

Effective July 1, 2013 the health insurance co-payment will be revised through recommendation of the Employee Health Insurance committee and as approved by the Board of Trustees. The co-payment amount shall be identical to the highest amount paid by any other full time employee group. The standard effective date shall thereafter be January 1 through December 31, however the Board of Trustees at their discretion may revise the co-payment at any time with 180 day's notice to the affected employees.

## **APPENDIX B**

### **SALARY AND INITIAL PLACEMENT**

1. All employees hired after January 1<sup>st</sup> of each year of the agreement shall receive a raise effective only upon Board approved completion of their probationary period.
2. All employees shall receive raises on July 1<sup>st</sup> of each year of the four year agreement.
  - Effective July 1, **2023**, each employee shall receive a salary increase of: **5.25%** for fiscal year **2024**.
  - Effective July 1, **2024**, each employee shall receive a salary increase of: **5.25%** for fiscal year **2025**.
  - Effective July 1, **2025**, each employee shall receive a salary increase of: **5.25%** for fiscal year **2026**.
  - Effective July 1, **2026**, each employee shall receive a salary increase of: **5.25%** for fiscal year **2027**.
3. Initial salary placement will be at an amount within the assigned salary grade for the position. Generally, placement will be at or near the minimum starting salary of the salary grade except where job-related conditions or the specific needs of the College district warrant higher placement.  
(See Appendix C.)

## APPENDIX C

<b>FY 2016 (2015-2016)</b>	<b>Grade</b>	<b>Minimum Starting Salary</b>	<b>Maximum Starting Salary</b>
	5	\$29,540	\$33,306
	6	\$30,920	\$34,922
	7	\$32,301	\$36,540
	8	\$33,685	\$38,157
	9	\$35,066	\$39,769
	10	\$36,447	\$41,387
	11	\$37,827	\$43,004
	12	\$39,210	\$44,621
	13	\$40,590	\$46,236
<b>FY 2017 (2016-2017)</b>	<b>Grade</b>	<b>Minimum Starting Salary</b>	<b>Maximum Starting Salary</b>
	5	\$29,983	\$33,806
	6	\$31,384	\$35,446
	7	\$32,786	\$37,088
	8	\$34,190	\$38,729
	9	\$35,592	\$40,366
	10	\$36,994	\$42,008
	11	\$38,394	\$43,650
	12	\$39,798	\$45,290
	13	\$41,199	\$46,930
<b>FY 2018 (2017-2018)</b>	<b>Grade</b>	<b>Minimum Starting Salary</b>	<b>Maximum Starting Salary</b>
	5	\$30,433	\$34,313
	6	\$31,855	\$35,978
	7	\$33,278	\$37,644
	8	\$34,703	\$39,310
	9	\$36,126	\$40,971
	10	\$37,549	\$42,638
	11	\$38,970	\$44,305
	12	\$40,395	\$45,969
	13	\$41,817	\$47,634
<b>FY 2019 (2018-2019)</b>	<b>Grade</b>	<b>Minimum Starting Salary</b>	<b>Maximum Starting Salary</b>
	5	\$30,890	\$34,828
	6	\$32,333	\$36,518
	7	\$33,777	\$38,209
	8	\$35,224	\$39,900
	9	\$36,668	\$41,586
	10	\$38,112	\$43,278
	11	\$39,555	\$44,970
	12	\$41,001	\$46,659
	13	\$42,444	\$48,349



### APPENDIX C

FY24	Grade	Minimum Starting Salary	Maximum Starting Salary
	5	\$31,701	\$35,742
	6	\$33,182	\$37,477
	7	\$34,664	\$39,212
	8	\$36,149	\$40,947
	9	\$37,631	\$42,678
	10	\$39,112	\$44,414
	11	\$40,593	\$46,150
	12	\$42,077	\$47,884
	13	\$43,558	\$49,618

Effective July 1st, 2023

FY25	Grade	Minimum Starting Salary	Maximum Starting Salary
	5	\$32,533	\$36,680
	6	\$34,053	\$38,460
	7	\$35,574	\$40,241
	8	\$37,098	\$42,022
	9	\$38,618	\$43,798
	10	\$40,139	\$45,580
	11	\$41,659	\$47,362
	12	\$43,182	\$49,141
	13	\$44,702	\$50,921

Effective July 1st, 2024

FY26	Grade	Minimum Starting Salary	Maximum Starting Salary
	5	\$33,387	\$37,643
	6	\$34,947	\$39,470
	7	\$36,507	\$41,298
	8	\$38,071	\$43,125
	9	\$39,632	\$44,948
	10	\$41,193	\$46,776
	11	\$42,752	\$48,605
	12	\$44,315	\$50,431
	13	\$45,875	\$52,257

Effective July 1st, 2025

FY27	Grade	Minimum Starting Salary	Maximum Starting Salary
	5	\$34,263	\$38,631
	6	\$35,864	\$40,506
	7	\$37,466	\$42,382
	8	\$39,071	\$44,257
	9	\$40,672	\$46,127
	10	\$42,274	\$48,004
	11	\$43,875	\$49,881
	12	\$45,479	\$51,754
	13	\$47,079	\$53,629

Effective July 1st, 2026

### **DURATION OF AGREEMENT**

Ratified by the membership of the Triton College Classified Association on Nov 30 - Dec 1, 2022 by a vote of 74 in favor and 4 Against.

Ratified by the Triton College Board of Trustees on December 20, 2022 by a vote of \_\_\_\_ in favor and \_\_\_\_ against.

This Agreement shall become effective July 1, 2023 and shall remain in full force and effect through and including June 30, 2027.

#### **Board of Trustees**

\_\_\_\_\_  
Mark R. Stephens, Chairman

\_\_\_\_\_  
Tracy Jennings, Secretary

#### **Classified Association**

\_\_\_\_\_  
Renee Swanberg, President

\_\_\_\_\_  
Mary Jo Velasco, Negotiating Team

\_\_\_\_\_  
Sandra Poremba, Negotiating Team

\_\_\_\_\_  
Felix Vega, Negotiating Team

\_\_\_\_\_  
Steve Mazurek, Negotiating Team

# 2023-2027

## **AGREEMENT BETWEEN**

### **BOARD OF TRUSTEES OF TRITON COLLEGE**

Community College District No. 504

And

### **TRITON COLLEGE CLASSIFIED ASSOCIATION**

A Chapter of the Cook County College Teachers Union

**July 1, 2023 – June 30, 2027**

*Triton College is an Equal Opportunity/Affirmative Action Institution*

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## **ARTICLE I**

### **INTRODUCTION**

The purpose of this Agreement is to promote a good working relationship between the Board of Trustees of Triton College and the College's classified employees. This Agreement shall establish matters of salary, fringe benefits, working conditions, and methods for resolving disputes concerning the classified employees of the College.

Generally, provisions shall be made for:

1. Position categories and classification - the grouping of positions so similar that the same descriptive title may be given each.
2. A standard pay plan which provides for equitable salaries and wages and for increases on the basis of performance of duties.
3. The administration of an effective orientation and evaluation program designed to measure on-the-job performance as a means of helping each employee reach his or her potential.
4. The guidelines through written policy statements of personal transactions relating to conditions of service to include, but not limited to, the following: leaves of absence, vacations, holidays, salary increases, promotions, fringe benefits, and other matters affecting classified employees.

Should any provision of this Agreement be found to be unlawful, such provision shall be stricken from this Agreement, and the parties shall be bound by the remaining provisions. The parties acknowledge that any amendments to this Agreement may not be effectuated except by mutual agreement in writing.

Masculine references, i.e., he, his, and him used in this contract include the female equivalent, i.e., she, hers, and her.

## ARTICLE II

### DEFINITIONS

- A. 1. **Classified Employee:** A full-time employee excluding faculty, police, engineers, management, supervisory, confidential and short-term employees. As used herein, full-time means anyone regularly assigned to work thirty-nine (39) hours per week during the academic year or 2028 hours during the calendar year.
2. **Academic Year Employee:** a full-time employee assigned to work thirty-nine (39) hours per week up to one thousand-six hundred (1600) hours per year. Academic Year Employees shall receive the same benefits as calendar year employees. Prorated benefits shall be: sick leave, personal days, vacation, and salary. Unchanged benefits include: health, life and dental insurance, education, overtime and pay differential. The College shall pay the health, life and dental insurance premiums for the entire calendar year for all academic year employees. Retirement benefits shall comply with SURS statutory requirements, rules and regulations. Vacation may be used only during the year when the employee is not scheduled to work.
- Academic year employees shall not receive a paid holiday that falls during that time of year when the employee is not scheduled to work.
3. The salary for an academic year employee shall be prorated and shall be calculated by dividing the calendar year salary of the employee by 2028 to determine the hourly rate and then by multiplying the hourly rate by the number of hours worked. (Calendar year salary divided by 2028 x hours worked).
4. Any employee who works the full calendar year may request that his/her position be converted to academic year employee. If the employee, the Association and the college agree, the position will be converted to an academic year position.
- B. **Permanent Employee:** A classified employee who has completed the primary probationary period.
- C. **Primary Probationary Period:** That probationary period following initial employment which is six (6) calendar months in length. The probationary period may be extended where the employee is in a learning capacity as defined in Article V. During the first 90 days of the primary probationary period, the employee shall have no right to grieve a discharge.
- D. **Promotional Evaluation Period:** That evaluation period following a change in position.

- E. Warning Notice Period:** A period of time in which a classified employee has an opportunity to improve.
- F. Immediate Family:** Parents, spouse, partner of a state recognized civil union, parents of a state recognized civil union, brothers, sisters, children, step-children residing with the employee, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, and legal dependents.
- G. Seniority:** The status attained by continuous full-time employment at Triton College.
- H. Classified Executive Committee:** The elected officers President, Vice-President, Secretary, Treasurer and Grievance Chairperson of the Classified Association.
- I. 1. A promotion occurs when:**
- a. a classified employee moves from one position to another separate position in a higher grade;
  - b. a classified employee requests that his particular job responsibilities have changed so substantially as to warrant that the job title be reassigned and renamed to a higher grade. The position will be evaluated to determine if it needs to be so reassigned and renamed.
- Example: A Clerk Typist actually performs duties of a Secretary I and requests that her position be reclassified as Secretary I.
- 2. A grade appeal occurs when:**
- An individual or a group request that, because of the responsibilities of the current job title classification, the entire job classification should be assigned a higher grade. The job will be point counted. The individual or group and all others within that job classification will change classifications if the point count warrants it.
- 3. Both promotions and grade appeals can be initiated by Administrative action. All upgrades and promotions must proceed through their respective processes.**
- J. Child:** The definition of “child” within the agreement for the purposes of family tuition rate and health insurance shall be identical to that as defined by the Federal Healthcare mandate and all covered parties must be unmarried and shall live at the same residence as the covered employee.



## ARTICLE III

### ASSOCIATION RIGHTS

#### **A. Recognition**

1. The Triton College Board of Trustees recognizes the Triton College Classified Association, AFT Local 1600, herein referred to as the "Association," as the exclusive bargaining agent for all classified employees of the College. The Administration and/or its designated representatives agree not to negotiate with any other individual, group or organization regarding the wages, hours and other working conditions of classified employees during the term of this Agreement.
2. As required by law, the Board of Trustees hereby agree that every employee represented by this Agreement shall have the right freely to organize, join and support the Association.
3. The Association and its representatives shall have the right to use College buildings and facilities for meetings at no charge as long as two-thirds (2/3) of those in attendance are members of the Association.
4. The Association may make reasonable use of inter-school distribution facilities and services, provided the Association shall promptly reimburse the Board for any postage which the United States Postal Service may determine is due for any such distribution.
5. Upon request, home addresses, salaries, job classifications, and college phone numbers of a newly hired employee filling a bargaining unit position shall be provided to the Association President or designee within ten (10) days following Board approval of the employment. On every even-numbered month, one officer of the Association on a rotating a basis shall be allowed to meet for one-half hour with all new classified employees, in a group, hired in the past two months, if any.
6. Upon receipt of voluntary authorization in writing by an employee covered by this Agreement, the Board will deduct from the employee's wages the required amount of monthly Association dues. These deductions will be designated to the Board in writing. Such deductions shall be made each pay period, and said deductions, when calculated on a percentage basis, shall apply to the member's base pay. (Base pay shall be determined on the basis of the employee's regularly scheduled shift.)
7. Unless otherwise expressly provided by the dues checkoff authorization, such authorization shall be terminable by the employee upon the giving of fifteen (15) calendar days notice or upon termination of employment.

The Association shall defend and hold harmless the Board of Trustees, its members, employees and agents from all actions taken pursuant to this section if such action is in compliance therewith.

All the dues money shall be transmitted to the Treasurer of IFT/AFT Local 1600.

8. The president of the classified association shall appoint one bargaining unit member to committees that affect this bargaining unit. This shall not prohibit the administration from appointing other members of this bargaining unit as additional committee members.

**B. Reinstatement of Employees on Dues Check-off**

Whenever an employee returns from a leave of absence, such employee, at that time, shall be reinstated on his checkoff if the authorization for such dues checkoff is still in effect.

**C. Dues Checkoff**

The Union will notify the College of any new members who have agreed to dues authorization and will notify the College of any current members who choose to cease paying dues. The Board will deduct the required amount of monthly Union dues from the pay of each member of the bargaining unit from whom it receives written authorization to do so. The dues payment and a listing of the bargaining unit members, both paying dues and not, shall be forwarded to the Union no later than fourteen (14) days after deductions were made. Such listing shall include the amount deducted for each person listed with those not paying dues marked as zero deducted.

The Union shall indemnify and hold harmless the Board, its members, officers, agents and employees from and against any and all claims, demands, actions, complaints, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purpose of complying with the above provisions of this Article, or in reliance on any list, notice, certification, affidavit or assignment furnished under any of such provisions.

**D. Release Time For Association Officers**

1. The Board shall grant release time with pay to the President of the Association or designee, and one other employee, to attend a meeting of Local 1600's House of Representatives two hours early with pay on the third Friday of every odd-numbered month. The President shall be granted the third Friday of even-numbered months off two hours early with pay to attend Local 1600's Executive Board meeting. The chapter's delegates to the Local 1600 House of Representatives meetings as aforesaid shall be granted release time without pay.

2. Employees may be granted reasonable time off with pay (subject to paragraph D.4. below) during working hours to attend grievance and disciplinary meetings only, or if such employees are parties to, required to, or otherwise entitled to attend such meetings as Association officers, or grievants. Association meetings are not compensated. The Association President may also have the right to attend the College meetings as assigned by the College President.
  3. The policy regarding release time for Association officers and negotiators in effect immediately prior to the execution of this Agreement shall remain in effect during the term of this Agreement.
  4. The President of the Association or designees shall be granted two regularly scheduled hours of release time with pay per week, if necessary, to conduct Association business. The supervisor must be informed, in advance, in writing, and must first assure coverage. The union time must be listed as a separate notation on the time card.
- E. The Board agrees that it will provide a reasonable space on bulletin boards in each major building for the Association. The Association agrees that only appropriate materials dealing with Association business shall be posted. Such posting shall not include any material which is derogatory to any member of the Board of Trustees or its agents or employees.
- F. The Board agrees that up to two members of the Association who have been elected as official delegates to conferences or convention of the American Federation of Teachers shall be granted leaves of absence, without loss of pay, where applicable, to attend such convention at no cost to the College.

The Board further agrees that up to two (2) members of the Association who have been elected as official delegates to the annual convention of the Illinois Federation of Teachers shall be granted leaves of absence, without loss of pay, where applicable, to attend such convention.

The Board and the Association agree that the maximum number of work days with pay granted to the Association under the provisions of this Section shall be five (5) per year and no more.

**G. Subcontracting**

If the Board determines that subcontracting is necessary, to the extent that such would occasion a reduction of employees, the Board shall notify the Association in writing sixty (60) days prior to final implementation of such subcontracting. Upon written request of the Association, the Board will enter into negotiations with the Association with respect to the possible amelioration of the impact upon such affected employees, including their possible reassignment to other positions in the College and/or their employment by the subcontractor.

#### **H. COPE**

The Board shall deduct Committee on Political Education (COPE) monies from the salary of each member who shall authorize the same in writing in the amount indicated on the authorization to deduct said monies. The amounts deducted shall be forwarded to the Treasurer of the Cook County College Teachers Union - COPE. The Board shall also forward a list of persons on COPE deduction for the period covered. Such deductions may be revoked by the member by notifying the Payroll and Human Resources Departments of the College and the Union in writing to terminate the deductions.

## **ARTICLE III-A**

### **BOARD RIGHTS**

- A. The Board retains and reserves the ultimate responsibilities for proper management of the college district in accordance with applicable law, including, but not limited to:
1. To maintain executive management and administrative control of the college district, its properties, facilities, and employees, and to adopt and enforce all necessary rules for the management and government of the college not in conflict with this agreement or applicable law.
  2. To establish educational policies, goals, and objectives of the college, to determine the number, kinds, and qualifications of personnel required in order to maintain the efficiency of college operations, and to administer the personnel system of the college, none of which conflict with this Agreement.
  3. To establish work site location and the staffing thereof, to build, move, or modify facilities, to establish budget procedures, and determine budgetary allocations, to determine the methods of raising revenue.
  4. The Board also reserves the right to amend its policies and to exercise all other rights and powers not specifically provided for in this Agreement which are consistent with law provided that no such amendment shall directly or indirectly modify or limit the salary, terms, fringe benefits, or working conditions contained in this Agreement.

## **ARTICLE IV**

### **MEETINGS**

- A. Recognizing that the Association is an integral part of Triton College, membership on college committees shall be encouraged. Attendance at all such meetings may be allowed during working hours with the approval of the Associate Vice President of Human Resources or designee.
- B. A member of the Association appointed by the President of the Association shall be a nonvoting representative at the regularly scheduled meetings of the Board of Trustees. The representative shall receive the agenda and minutes of all Board meetings after being duly approved, including all non-confidential attachments thereto.
- C. Recognizing that the Association works toward betterment of the employees it represents, the College and the community, business connected with the Association may be allowed to be conducted during working hours with the approval of the Associate Vice President of Human Resources or designee; a room reservation form must be completed and approved by the Office of the Vice President of Business Services.

## ARTICLE V

### CONDITIONS OF EMPLOYMENT

#### A. Vacancies

1. For the purposes of this Agreement, a vacancy is defined as any full time bargaining unit position to which no employee is assigned.
2.
  - a. Before posting a classified vacancy, **the job description shall be reviewed by the area Administrator and the Union Chapter President (or their designees). Once reviewed with Human Resources, if changes are made it will be forwarded to the College President and the Board of Trustees for review and approval. Thereafter,** the Board shall give first consideration to qualified employees on the recall list or subject to be placed on the recall list.
  - b. If no one is qualified to fill a vacant position under 2.a. of this section, the administration shall post such vacancy at the earliest possible opportunity. The Board through the administration reserves the right not to post positions it deems as unnecessary for the continued operation of the institution. At least five (5) working days shall intervene between the posting by the administration and the publication of the vacancy through any other means. The administration will provide a job description of the vacancy when requested by classified applicants.
3. In reference to the determination to which applicants shall be referred to the Administration for consideration for employment or for the interview process indicated within this Article, any search committee shall have 30 days from the date of notice to the union for assignment of committee members to forward a name (or names as appropriate) to the supervisor of the position.

In the absence of the committee performing this duty within the time frame specified, the College President shall have the authority to submit the name of a candidate to the Board of Trustees for hiring.

4. Any classified employee may apply for any vacancies and, if qualified, shall be given an interview by the Administration. Each such applicant shall be afforded both an interview and written notification of the decision of the administration with regard to employing such an individual. In cases where more than one current classified employee applies for a vacancy and each employee is equally qualified for the position, the applicant with greater seniority on the College staff shall receive priority in being offered the position. In all cases the best qualified applicant will be recommended to the Board of Trustees for hiring.

5. In cases where an employee is selected but decides not to accept a position and in cases where an employee is not selected, the employee shall not be adversely affected with regard to his current employment status with the College.
6. The Administration shall inform employee applicants of the disposition of the position and shall provide prompt written notice when the position is filled and the identity of the successful applicant.
7. The Administration shall make every effort to advance College employees in filling staff vacancies.
8. The Board and Association shall convene the Career Ladder Committee. The committee, which will be composed of two management appointees and two Association appointees, shall make recommendation for the development of a career ladder structure.

**B. Initial Employment**

All new employees shall be given a copy of this Agreement, insurance booklets, pension booklets, and tax sheltered annuity lists. New employees shall be given information regarding their salary and other appropriate grade information.

1. Each new employee shall be required to take a physical examination from the College physician prior to beginning employment. Such physical examination shall be at no cost to the employee.
2. In appropriate circumstances, an individual may be employed by the College in a bona fide learning capacity at less than the minimum of the appropriate salary grade with the approval of the Associate Vice President of Human Resources and area supervisor. In such instances, this learning status will be clear, and a written description which will include the rationale for such employment for the period of time and the requirements necessary to move the individual to the appropriate salary level will be provided. This learning status period will not exceed six months. No job will be filled in a bona fide learning capacity until the job has been posted and classified employee applications have been reviewed. In the event that a classified employee desires to secure the position in a bona fide learning capacity, he shall have preference if deemed to have the potential for successful performance in the position.
3. Each employee hired after the signing of this agreement shall serve a primary probationary period of 180 days. During the first ninety (90) days of the primary probationary period, the employee shall have no right to grieve a discharge.
4. Evaluation of a probationary employee's work performance shall be made on the proper form by the immediate supervisor after 60 days, 120 days, and 180



days of employment. The evaluation must be reviewed with the employee and submitted to the Associate Vice President of Human Resources for signature and retention in the employee's personnel file.

5. Upon satisfactory completion of the primary probationary period and upon the recommendations of the respective supervisor(s) and the Associate Vice President of Human Resources or designee and the approval of the Board, the individual shall become a permanent employee. The Board shall act on the recommendation within thirty (30) calendar days of receipt of the recommendations, or at the nearest regular meeting of the Board thereafter. Employment shall continue until termination by resignation, retirement, or dismissal.

**C. Continuing Employment-Performance Evaluations**

1. Approximately each April 1, an evaluation approved by the Human Resources Office will be completed by the immediate supervisor and reviewed with the employee, and submitted to the Associate Vice President of Human Resources for retention in the employee's personnel file.
2. An employee receiving an unsatisfactory evaluation as of April 1, must be evaluated every thirty (30) days until the end of June of that year.
3. An employee continuing to receive a less than satisfactory evaluation will not advance on the salary grade on July 1 of that year. Consequently, less than satisfactory performance will result, at the minimum, in loss of annual adjustment.
4. A formal evaluation may be requested by an employee at any time. Such request shall not be arbitrarily denied. Additional formal evaluations may be conducted by the Board at any time provided such evaluations are not unreasonably repetitious.

**D. Changing Jobs**

**1. Transfers (Voluntary)**

- a. Any classified employee may change jobs by being a successful applicant for a vacancy.
- b. In filling non-promotional vacancies, the Administration shall give priority consideration to employees voluntarily requesting transfers when qualified.
- c. If two (2) employees are equally qualified for a position, the one (1) with the most seniority will be selected.

## **2. Transfers (Involuntary)**

- a. Whenever a classified employee is moved from one position to another by an administrative decision for a reason other than unsatisfactory work performance, said classified employee shall not be adversely affected in salary, seniority, or job classification.
- b. Any transfer of an employee to another position which is not acceptable to the employee involved shall be considered an involuntary transfer.
  - 1) Involuntary transfers shall be made only after a meeting between the employee involved and the supervisor, at which time the employee shall be notified of the reason(s) for the transfer.
  - 2) No employee shall be transferred involuntarily without a written reason from the Department of Human Resources.
  - 3) The employee so transferred shall receive priority consideration for transfer into future vacancies.
- c. Down grading of classified positions resulting from an administrative decision shall not adversely affect the salary position of the employee in the established classification.

## **3. Promotional Evaluation Period**

- a. An employee beginning a new position resulting from a promotion shall serve a promotional evaluation period of ninety (90) calendar days.
- b. After sixty (60), one hundred twenty (120), and one hundred eighty (180) calendar days, the employee's immediate supervisor shall complete a performance evaluation on the appropriate form, review it with the employee, and submit it to the Associate Vice President of Human Resources.
- c. During this promotional evaluation period, the employee may be reinstated in his previous position, if it is available, with the approval of all parties concerned and without penalty. Every effort shall be made to reinstate said employee in a similar position if the one vacated is no longer available.

**E. Reduction in Force**

1. A reduction in force occurs when the administration determines that a reduction of classified employee(s) must occur.
2. If there is to be any reduction in force, the Administration shall consult with the Association President or designee ninety (90) days prior to any reduction.
3. Prior to any reduction in force, all hourly and temporary employees in the same or closely related departments performing duties similar to those of the classified employees contemplated for reduction, shall be laid off prior to the layoff of classified employees.
4. Reduction in force shall be affected by normal attrition when feasible.
5. A reduction in force of classified employees shall be by classification title, applying college-wide seniority.
6. When a person moves to a lower classification as a result of reduction in force or discontinued services, salary reduction is not mandatory. Further salary adjustments are controlled by the salary range for the new classification.
7. Under no circumstances will a full-time classified employee doing satisfactory work be dismissed and the position filled with an hourly or temporary employee.
8. Severance pay will be paid to any employee who is dismissed due to reduction in force. Severance pay shall be equal to one half (½) a week's straight-time pay of the employee (at the time of displacement) multiplied by the total number of years of such employee's service with the College to the nearest half (½) year.

**F. Recall**

1. When a recall occurs after a reduction in force, all laid-off classified employees must be notified prior to any notification to non-classified employees.
2. In filling positions during a recall, College-wide seniority within the job description from which the employee was rified shall apply.
3. A classified employee does not accumulate seniority during layoff, but retains that level of seniority at the time of the layoff.
4. The above conditions apply if the recall occurs in the period up to two (2) years from the date of the reduction in force.

## ARTICLE VI

### **TERMS AND WORKING CONDITIONS**

#### **A. Working Hours**

1. a. All classified employees shall work five (5) consecutive days per week. Each employee shall work eight (8) hours a day, Monday through Thursday and seven (7) hours on Friday. Monday through Thursday during an employee's eight-hour (8) shift, he/she shall receive two (2) fifteen-minute (15) paid breaks plus one (1) unpaid thirty-minute (30) lunch break. On Fridays during an employee's seven-hour (7) shift, he/she shall only receive one (1) fifteen(15)-minute paid break. The total work week for each Classified employee shall be thirty-nine (39) hours per week.
- b. All classified employees may be required to work one (1) evening per week at the discretion of the area supervisor. All posted vacancies shall include language that specifies this requirement. Newly hired employees, at their date of hire, shall sign a document that states this requirement. The Association shall be given fifteen (15) work days' notice prior to changing the working hours of any current employee. The Association may request a meeting to discuss the changes. No working schedules shall be changed to avoid payment of shift differential.
2. The regular workday may begin at 7:00, 7:30, 8:00, 8:30, or 9:00 A.M. There may be exceptions in certain Departments with the approval of the area supervisor and Associate Vice President of Human Resources or designee.
3. A classified employee working in an office which necessitates a regular work schedule of one or more evenings shall work one of the following shifts: 12:30-9:00, 1:00-9:30, 1:30-10:00, or 2:00-10:30 P.M. Every employee shall work a day schedule when school is not in session unless otherwise established by the area supervisor.
4. Each employee requested by his area supervisor to work the Saturday preceding the first day of a semester is required to do so unless said Saturday is part of a holiday weekend, provided the preceding exception shall not be applicable, if the Monday following said weekend is also a holiday. This subsection shall also be applicable to the summer term.
5. Classified employees shall be granted paid time off from Christmas Eve Day through New Year's Day.

**B. Working Conditions**

1. a. There shall be maintained such health, safety and sanitary conditions as necessary to protect the welfare of every employee.

No employee shall be required to work where it would be unsafe provided this shall not excuse an employee from exercising reasonable care for the protection of others in an emergency or critical circumstance. Any employee who asserts a right not to work pursuant to the above may be temporarily reassigned, but if not, shall receive no salary unless it is thereafter determined that it would be patently unsafe to continue to work. Disputes hereunder shall be resolved through the grievance procedure except that such shall culminate in expedited arbitration.

2. There shall be maintained adequate lunchroom, workroom and toilet facilities.

3. a. **Uniforms**

Each custodian, groundskeeper, and maintenance employee, shall receive three sets of uniform pants and shirts per year and one pair of safety shoes per year at no cost to the employees. The employees shall receive the pants and shirts on September 1 of each year of the contract. Employees who work outside in winter shall receive winter coats every other year at no cost to the employees. Employees who work in libraries, laboratories or staff services shall receive one lab coat/smock every year at no cost to the employees. Rain gear shall be made available to employees who need it. Employees shall be required to wear the uniforms and safety shoes during their work hours. Uniforms and shoes shall be worn only by the employees for whom purchased.

- b. Worn out or damaged hand tools shall be replaced by the college at no cost to the employee.
4. There shall be available first aid protection to every employee during working hours.
5. There shall be made available adequate and well-lighted parking facilities.

**C. Physical Examinations**

1. The Administration may request a physical examination by the physician designated by the college at any time during employment. Said physical examination shall be during working hours and at the expense of the College. When said examination is required, a notice shall be sent to the employee and the Association stating the reason for the examination.

2. If the results are deemed by the employee to be potentially adverse to his continued employment status, he may have a second examination by a physician at the employee's expense. Said option for a second examination shall be granted by the College prior to any change of an employee's employment status by the Administration.

**D. Employee Conduct**

1. No employee shall use the college telephones to make outside personal calls.
2. No employee shall use his position at Triton for private gain.
3. No employee shall give preferential treatment to any person, group or organization.
4. No employee shall impede college efficiency or economy.
5. No employee shall adversely affect the confidence of the public.

**E. Personnel File**

Upon request, an employee shall have access to his personnel file with the exception of personal reference reports, interview record sheets and other confidential items. Requests must be submitted in advance. Official classified files in the Human Resources Office shall be maintained under the following circumstances:

1. No material derogatory to an individual's conduct, service, character or personality shall be placed in the file unless the individual has had an opportunity to read the material and to affix his signature to the copy to be filed with the understanding that such signature merely signifies that he has read the material to be filed and does not necessarily indicate agreement with the content. Materials in the official cumulative file must be time-stamped when placed in the file.
2. Upon request by the individual, he shall be permitted to examine in the Human Resources Office his official cumulative file, but not to mark, destroy or remove any of the contents.
3. In the event that the individual refuses to sign a statement to the effect that he has read the material to be added to his file, the Associate Vice President of Human Resources shall notify the Association President, who has signified receipt of a copy of the material. The Association President or designee will forward a copy to the individual.

4. Upon request, an employee shall receive copies of the materials in his files. The cost of duplication shall be paid by the employee.
5. An agent of the Board may be present during any review of the personnel file by the employee.
6. Examination of personnel files shall occur during normal business hours.

**F. Office Automation and Reorganization**

1. The Administration agrees to inform the Association of a reorganization that affects bargaining unit members 15 days prior to implementation. When changes in operations due to technological innovations occur, the Board shall give first consideration to affected employees. If the affected employees do not possess the skills or knowledge to perform the required work in the new operation, the Board shall endeavor to provide the necessary training to such employees during work hours at the Board's expense. However, such training and acquisition must be attainable within 20 work days, or within the period specified by the supplier of the equipment or machinery as the time period within which the skills should be attainable. If an employee does not sufficiently complete the training or acquire the skills within the time periods herein specified, then, in that event, the Board shall fill the positions in the newly implemented operations as otherwise provided in this Agreement.

**G. Additional Required Skills**

When, in the exercise of sound business judgment, an appropriate supervisor or other appropriate employee it is determined that a subordinate or supportive employee requires the acquisition of additional skills, such employee shall be required to attend at either the Triton Professional Development Center or other appropriate facility for the period required to acquire said skills, at college expense. Such period shall not exceed 20 workdays and shall not be tolled for any reason. Longer periods may be authorized if the training cannot be accomplished within the 20 workday period.

If the employee refuses to attend or does not complete the skills acquisition within the period authorized, progressive discipline shall proceed as follows:

1. Oral Warning: If the employee refuses to attend or does not complete the skills acquisition within the period authorized.
2. Written Warning: If the employee refuses to attend or does not complete the skills acquisition within an additional 10 workdays.
3. Suspension: If the employee refuses to attend or does not complete the skills acquisition within an additional 10 workdays, a one (1) week suspension.
4. Termination: If the employee refuses to attend or does not complete the skills acquisition within an additional 10 workdays.



## ARTICLE VII

### **GRADE APPEAL/PROMOTION PROCESSES**

- A. 1. Grade appeals shall be submitted by April 1st and proceed through May 31st for an effective date of July 1st of each year.
- 2. Grade appeals shall be submitted by November 1st and proceed through December 31st for an effective date of February 1st of each year.
- B. 1. If in the course of a grade appeal process, the Associate Vice President of Human Resources determines that an appeal is a promotion, the Associate Vice President shall notify the Association President.
- 2. If in the course of a grade appeal, the review committee determines that the issue is actually that of a change in grade, as defined above, then grade appeal will be denied.

#### **C. Grade Appeal/Promotion Process**

##### **Step 1 - Appeal Process**

An individual with the approval of the Department Head can request the review of a job grade or job description. If the Department Head does not concur with the request for a review, he must submit a rationale as to why he disagrees with the requested review within three (3) weeks. An individual may proceed with the appeal without the supervisor's concurrence. Appeals can be made only once every six (6) months.

##### **Step 2**

###### **a. Grade Appeal**

The rationale for the review must be submitted in writing to the Human Resources Office. In the case of more than one individual in the same job classification, a majority of the individuals must sign requesting the review. In the case of more than five (5) individuals in the job grade, 75% of the individuals in the job classification must sign for the requested review. The 75% requirement may be waived and a review granted if an individual believes that his job differs substantially from that of others holding the same job title. The Human Resources Office has three weeks in which to respond.

###### **b. Promotion**

The employee's written rationale for the job description review along with the supervisor's approval or denial rationale must be submitted to the Human Resources office. The job duties performed must demonstrate a substantial change in

responsibilities to be considered. The Human Resources Office has three weeks in which to review the material and submit the material and a recommendation to the TCCA Executive Committee.

### **Step 3**

The rationale is then submitted to the classified executive committee which can either approve the rationale or veto the request. If the executive committee vetoes the request, the request shall go no further. The classified executive committee has three weeks in which to act. The Human Resources Office has three weeks in which to respond.

### **Step 4**

The rationale, if approved by the classified executive committee, will be submitted to a review committee comprised of the following individuals:

1. Associate Vice President of Human Resources or designee (Chairperson);
2. Classified President or designee;
3. Classified Representative from the Department from which the appeal was made;
4. Area Dean;
5. Vice President for Business Administration or designee.

The review committee will point-count the job, using a uniform job evaluation system and then vote on whether or not the upgrade should be made. The Associate Vice President of Human Resources or designee will vote only in the case of a tie. If the review committee vetoes, the appeal goes no further. If they approve, the appeal is submitted to the Associate Vice President of Human Resources or designee. The review committee has three weeks in which to act.

### **Step 5**

The Associate Vice President of Human Resources or designee will review the recommendations from the review committee and either recommends that the grade change be made to the President or veto the recommendation. The Associate Vice President of Human Resources or designee has three weeks in which to act. If approved, the President will submit a recommendation to the Board of Trustees.

## **Step 6**

### **a. Grade Appeal**

If the Board of Trustees approves the recommended change, the grade change shall be effective July 1st or February 1st of the given year, whichever is applicable. If the recommended change involves a change in grade, the employee(s) will move to the step of the new grade most closely approximating current salary. If this movement results in an increase of less than 3.5 percent the employee(s) moves to the next higher step or the minimum of the range of the new salary grade, whichever is greater. No salary increase shall exceed the maximum in any pay grade or be less than the minimum of the new grade.

The Board of Trustees shall act on the committee's recommendation within 60 days of receiving the recommendation from the Committee. If the Board of Trustees does not approve the committee's recommendation, it shall, in writing notify the Association within 15 days of the action taken.

### **b. Promotion**

(See Article X.G.)

## **ARTICLE VIII**

### **JOB EVALUATION PROCESS**

- A. When a new position is proposed to be added to an organizational unit, the position should be titled and assigned to a grade prior to the beginning of recruitment.
- B. The appropriate administrator shall prepare a job description detailing the nature and qualifications for the position.
- C. This description should be reviewed and approved by the appropriate area dean or vice president and submitted to the Associate Vice President of Human Resources or designee, who will assign an appropriate classification and salary grade.
- D. The Associate Vice President of Human Resources or designee's assignment should be reported to the appropriate administrator and classified executive committee. If these groups approve of the classification and salary grade, the recommendation will be forwarded to the Associate Vice President of Human Resources or designee for approval. The Associate Vice President of Human Resources or designee will then forward the job description and salary grade to the Board of Trustees.
- E. The classified titles and grades are set forth in Appendix A.
- F. If the Board decides to abolish or merge job classifications under this Agreement, it shall notify the Association of such action within ten (10) days of the decision to effectuate such change. Upon written request of the Association, the Board will enter into negotiations with respect to the impact of such change upon affected employees and the possible amelioration thereof.

**ARTICLE IX**  
**GRIEVANCE PROCEDURE**

**Objective**

It is the declared objective of the Association and the Board to encourage the prompt resolution of the grievances and complaints of Association members covered by this Agreement as they arise and to provide recourse to orderly procedures for the satisfactory adjustment of grievances and complaints. Individuals who feel they have been affected by a violation, misinterpretation, or misapplication of this agreement shall be strongly encouraged to resolve the matter informally with the individual's immediate supervisor.

**A. Definition of Grievance**

A grievance shall mean a complaint by a classified employee, a group of classified employees, or the Classified Association that there has been a violation, misinterpretation, or misapplication of this Agreement or any work rules. All grievances shall be submitted in writing using a format agreed upon by the Board and the Association. It shall include four (4) components: date, contract violation grieved, brief explanation of grievance, and suggested resolution. (Appendix G)

**B. Steps**

**1. Step 1**

A classified employee or the Association within ten (10) working days of the occurrence of the event leading to the grievance or within ten (10) working days of when such occurrence might reasonably have been ascertained, the employee or the Association shall file a grievance in accordance with Article IX.A. with the supervisor with a copy to the appropriate administrator.

The supervisor shall, along with the Associate Vice President of Human Resources or designee, investigate the grievance, meet with the employee and the Association within five (5) working days, and provide the employee, the Association, and the appropriate administrator with a written response to the alleged grievance within three (3) working days. If the matter is not satisfactorily resolved at this step, the employee or the Association may proceed to Step 2 by submitting a written request to the appropriate administrator within five (5) working days from the meeting with the supervisor.

**2. Step 2**

If the grievance is not settled at Step 1, and the grievant(s) or the Association wishes to appeal the grievance to Step 2, it shall be submitted in writing to the president or designee.

A conference concerning the alleged grievance shall be held with the employee, the Association, the College President or designee, and the appropriate vice president(s) within five (5) working days of receipt by the appropriate administrator of a Step 2 request. Within three (3) working days of such a conference, the College President or designee or the appropriate vice president(s) will prepare a written response to the employee and/or Association. If the matter is not satisfactorily resolved at this step, the employee or the Association may proceed to Step 3 by submitting a written request to the Secretary of the Board of Trustees within five (5) working days of the receipt of the Step 2 response.

### **3. Step 3**

The Board of Trustees shall have the option of hearing the matter but shall not be bound to do so. If the Board decides not to hear the matter, it shall so advise the Association and the grievant within five (5) working days after its receipt of the notification that the grievance has been advanced to Step 3. If the Board of Trustees decides to hear the matter, it shall meet to discuss the grievance with the grievant(s) and the Association in executive session on the day of its next regular Board meeting. The Board, at its sole discretion, may appoint a subcommittee of three (3) Board members to confer with the individual and the Association in executive session concerning the grievance. Such a subcommittee will submit a recommendation to the entire Board as to the disposition of such grievance. The Board shall issue a written response to the grievant and/or the Association within five (5) working days after the date of the Board meeting.

### **4. Step 4**

If the grievance is not satisfactorily resolved at Step 3, it may be submitted by the Association within ten (10) working days of the Step 3 answer to binding arbitration. The Association shall notify the Board, and the parties shall attempt to mutually agree upon an arbitrator within five (5) days of the notification. If the parties cannot reach an agreement on an arbitrator, the parties shall jointly request the American Arbitration Association to provide panels of arbitrators and to act as the administrator of the proceedings.

## **5. Authority of the Arbitrator**

The arbitrator shall have no right to alter, amend, modify, nullify, ignore, enlarge, add to, delete, subtract from, or change the provisions of this Agreement or the provisions of written Board Policies or written Board Rules and Regulations. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Board and the Association and shall have no authority to make any decisions or recommendation on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the applicable laws, rules, and regulations having the force and effect of law.

The arbitrator shall submit a written decision within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever is later. The decision shall be based solely upon interpretation of the meaning or application of the terms of this Agreement, or if applicable, provisions of written Board Policies or written Board Rules and Regulations, to the facts of the grievance presented. The decision of the arbitrator shall be final and binding upon the parties and the arbitrator shall have the authority to make any award concerning the remedy, if any, that the arbitrator considers to be appropriate.

## **6. Expenses of Arbitration**

The fees and expenses of the arbitrator and any other costs mutually agreed upon shall be divided equally between the Board and the Association; provided, however that each party shall be responsible for compensating its own representatives or witnesses. All other expenses shall be borne by the party incurring them.

The parties agree to schedule arbitration hearing insofar as practicable at times when classified and administration employees can be present to testify as witnesses without interfering with their assigned duties. Unless the parties mutually agree otherwise, arbitration hearings shall be held at the College's campus in River Grove, Illinois.

## **C. Time Limits**

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits will automatically move the grievance to the next step.
2. Failure at any step of this Agreement to appeal a grievance to the next step within the specified time limits will be considered to be acceptance of the decision rendered at that step.

3. The time limits specified in this Agreement may be extended in any specific written agreement by mutual consent.
4. All of the time limits herein assume that the responsible individuals are on campus.

**D. Miscellaneous Provisions**

1. All disputes arising under this Agreement shall be resolved either by agreement or through the grievance procedure. Concerning matters arising outside of the provisions of this Agreement, wherever applicable, the Association shall utilize other channels for amelioration of complaints or disagreements not specifically covered by any provisions of this Agreement.
2. Nothing contained in this Article shall prevent the parties from settling an alleged grievance to their mutual satisfaction prior to the issuance of the arbitrator's decision.
3. Conferences, meetings, and hearings held pursuant to the grievance procedure shall be set by mutual agreement.
4. The answers provided at each Step of the grievance procedure shall be in writing and shall fully set forth the reasons therefore.
5. Attendance at meetings and hearings held under this grievance procedure shall be limited to those persons specified in the procedure, witnesses, resource people required by either party, and legal counsel for the parties. These meetings shall be scheduled at a time and place mutually agreeable to the College and the Association. No classified employee entitled to be present shall suffer loss of pay because of participation in this grievance procedure.
6. When the Association files a grievance involving an individual classified employee, such grievance shall be signed by the Association President, Grievance Chair, and the Grievant(s). When the grievance involves the Association, such grievance shall be signed by the Association President and the Grievance Chair.
7. The filing or pendency of any grievance under the provisions of this Article shall not prevent the Board and its Administration from taking the action complained of, subject however, to the final decision on the grievance.
8. If an alleged grievance arises concerning matters at the vice presidential or presidential levels of the administration, then, in that event, the parties may mutually agree to initiate the grievance procedure at the Step of the grievance process appropriate to those levels.



## ARTICLE X

### **FINANCIAL COMPENSATION & PAYROLL INFORMATION**

#### **A. Salary**

See Appendix B and Appendix C

#### **B. Pay Differential**

Classified employees regularly scheduled to start on or after 3:00 P.M. and before 6:00 A.M. at least three evenings per week shall be paid at a ten percent (10%) salary differential.

#### **C. Overtime**

1. Overtime shall be paid and/or compensated as prescribed by law, after 39 hours of work per week, provided that work on Sundays (unless part of the employee's regular schedule) and holidays shall be paid and/or compensated at no less than double-time plus normal holiday pay. An employee working on Easter shall be remunerated at the holiday rate. There shall be no pyramiding of overtime.

All overtime must be approved in advance by the Vice President of Business Services and be submitted on the appropriate form, otherwise it is not valid and cannot be claimed by the employee. Request for overtime, properly filled and submitted, will be charted by Payroll and shall be credited within two (2) payroll periods.

2. Overtime shall be distributed equally among qualified personnel within a department.
3. A minimum of four hours at the overtime rate shall be paid to an employee requested to return to work for emergency duty.
4. Any employee called in 2-1/2 hours before starting time under emergency conditions such as snow removal, equipment repair, etc., shall be guaranteed four hours overtime pay. For any time less than that, pay will be for the time actually worked at time and a half. Example: If someone is called in at 6:00 A.M. with a starting time of 7:30, he would be paid at one and one-half hours overtime rate for one and one-half hours.
5. A minimum of four hours at the overtime rate shall be paid to an employee requested to work on his normal day off.

6. Employees shall not be required to work overtime contrary to law. Overtime may be compelled in the event of a College emergency or if such is necessary to assure the opening of the College.
7. For determining overtime, sick time off and vacation time off during the week shall be calculated as time worked.
8. Any compensation, full or partial, paid whether working or not, shall be applied as dollar "one" to the total of any compensation due to the employee under this agreement.

**D. Compensatory Time**

Compensatory time may be provided in lieu of salary and calculated as in Article X, Section C, Paragraph 1.

Compensatory time must be requested by the employee and/or offered by the employer. If either the employee or employer do not agree to the use of compensatory time, the employee will be compensated in salary for all approved overtime. As all overtime must be pre-approved, the election of either salary or compensatory time must be made prior to the beginning of the overtime shift.

Guidelines for earning and using compensatory time are as follows:

- a. Compensatory time may be accumulated to a maximum of seventy-eight (78) hours time off at any time during the year.
- b. Each hour accumulated must be used within ninety (90) days of the date earned.
- c. All compensatory hours earned within a fiscal year must be used within that fiscal year.
- d. The employee and employer must reach consensus on when compensatory time can be taken.
- e. The employer should inform employees of the best time of year to redeem compensatory time.
- f. All compensatory time must be submitted on the appropriate form and approved in advance by the Vice President of Business Services, otherwise it is not valid and cannot be claimed by the employee.
- g. Request for compensatory time must be properly filled out and approved in order that it be charted by Payroll and shall be credited within two (2) payroll periods.

- h. Compensatory time not used within ninety (90) days shall be paid out on the next regularly scheduled complete pay period.

**E. Compensation in a Temporary Position**

1. Any classified employee holding a temporary position which is normally paid at a higher rate than the employee's regular position for three consecutive work days or more shall be paid at the higher rate. This pay shall be retroactive to the first day of the temporary position and shall continue until the employee's regular position shall resume. Any employee working temporarily in a position with a higher range must receive prior approval from the Associate Vice President of Human Resources or designee. The individual will receive a temporary ten percent (10%) salary increase or the minimum of the new salary classification, whichever is greater.
2. Any employee who assumes the duties of another position with a totally different job description for which they have no supervisory responsibility, in addition to their current position, for seven consecutive working days or more shall receive 10 percent additional compensation above their current salary. Only one person may receive this additional compensation per vacant position.

**F. Pay Days**

Employees shall be paid every other Friday.

**G. Promotions**

An employee promoted to a position of higher paying classification shall have his/her annualized salary adjusted as follows:

<b><u>Salary Grade Change</u></b>	<b><u>Increase</u></b>
1 Grade	Employee shall be placed on the grade and step that is closest to a ten percent increase or the minimum of the new pay grade, whichever is greater.
2 Grades	Employee shall be placed on the grade and step that is closest to a twelve (12) percent increase or the minimum of the new pay grade, whichever is greater.
3 Grades or more	Employee shall be placed on the grade and step that is closest to a fourteen (14) percent increase or the minimum of the new pay grade, whichever is greater.

The above shall continue as long as it does not create a conflict with SURS credible earnings limitations and penalties against the college. See Article XVIII.

## **H. Demotion**

1. A person reassigned to a classification in a lower salary grade shall not receive a salary reduction. Further salary adjustments are controlled in the salary range of the new classification.
2. In instances where a staff member seeks a transfer to a position which is in a lower classification, salary may be reduced with the approval of the Associate Vice President of Human Resources. Further salary adjustments are controlled by the salary range of the new classification.

## **I. Merit Pay Compensation**

The Parties agree that the Administration may establish a merit pay performance bonus fund (SURS non-creditable earnings). A merit pay performance bonus may be issued to individual bargaining unit members at any time and subject to the sole discretion of the College President. The awarding of the bonus is subject to the approval of the Board of Trustees. As a bonus, this is non-SURS creditable earnings. In the event that a merit pay performance bonus is issued to a bargaining unit member, the College agrees to immediately provide the Association with the name of the bargaining unit member receiving the bonus and the amount of the bonus received.

## ARTICLE XI

### **BENEFITS**

All benefits listed in this Article, with the exception of the insurance package, will apply only to individuals who have successfully completed the probationary period. Sick leave and vacation benefits will accrue during the probationary period, but will not be credited to the individual until the completion of the first four (4) months of the probationary period has been successfully completed.

#### **A. Education**

1. Upon completion of an approved undergraduate course with a "C" or better or completion of an approved graduate course with a "B" or better, each full-time employee shall be reimbursed up to an annual maximum of \$3,200 for courses, conferences, and seminars taken off campus.

Reimbursement shall be for courses in an approved accredited degree program, courses needed to meet the requirements of another job classification within the bargaining unit or to meet the requirements determined by the Career Ladder Committee for a promotional opportunity. The employee shall furnish a rationale describing the relationship to the job classification.

2. Tuition for Triton courses will be free.  
The free courses must be approved as beneficial to employment at Triton by their immediate supervisor. If they are not beneficial, the tuition will be \$10 per credit hour with a maximum waiver of \$90 in course fees per course.
3. Tuition for spouse and children will be \$10 per credit hour. In case of out-of-district residents, a request for chargeback must be made. Tuition will not exceed the \$10 per credit hour rate. Fees will be waived up to a maximum of \$90 per course. The definition of "child" within the agreement for the purposes of family tuition rate, shall be identical to that as defined by the Federal Healthcare mandate and all covered parties must be unmarried and shall live at the same residence as the covered employee.
4. An employee successfully completing ("C" or better) the following number of college credit hours in an approved program or approved courses shall receive additional compensation in accordance with the following schedule:\*

\*Eligibility for revised schedule is contingent upon successful completion of at least one course after July 1, 1972.

14-27 credit hours 2%  
28-41 credit hours 3%  
42-55 credit hours 4%  
56-69 credit hours 5%

Credit hours applicable for additional compensation must be accumulated after initial employment date. Credit must be earned prior to July 1 when payroll adjustments are made. The request for payroll adjustment and an official transcript must be sent to Human Resources before July 1 of each year.

5. Provided the only time an employee can enroll in a required course in an approved program is during normal working hours, said employee shall be released for such class with prior approval from the immediate supervisor and the Associate Vice President of Human Resources on the condition that the time lost from the job is made up.
6. An employee required to attend training sessions to learn more about his job shall be paid time or compensated for, if after regular working hours. The district shall assume responsibility for any usual expenses in connection with these training sessions.

**B. Conferences, Conventions, Seminars**

The Administration shall encourage classified employees to attend educational conferences to broaden their knowledge.

**C. In-Service Training**

Recognizing the importance of education and the responsibility of the college to help and enhance the skills of the classified employees, one day per year shall be set aside as an in-service day for the Association. Twenty five hundred dollars (\$2,500) per year shall be allocated to the Association for the expenses. The Association and the Human Resources Department shall come to a mutual agreement regarding how to spend these funds to best meet the training needs of the employees. All necessary arrangements for the in-service day shall be made by the in-service committee consisting of representatives from the Association and the Human Resources Department.

Other in-service training programs shall be encouraged and planned by the respective departments.

A preliminary in-service agenda and schedule must be submitted four (4) weeks in advance to the Associate Vice President of Human Resources and the Director of the Professional Development Center. The day should consist of various professional development activities, lunch, and one (1) hour of union meeting time.

#### **D. Holidays**

1. Regular Paid Holidays:

New Year's Eve day, New Year's Day, Martin Luther King's Birthday, President's Day\*, Spring Holiday, Memorial Day, Independence Day, Labor Day, Columbus Day\*, Veteran's Day\*, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day. (Note: When any regular paid holiday falls on a Saturday, the preceding work day shall be observed. Should it fall on Sunday, the following work day shall be observed). Academic year employees shall not receive a paid holiday on Independence Day. **Election Day and "Juneteenth" shall be recognized only on the date applicable as determined by Illinois or Federal law.**

2. Religious holidays not listed above may be taken as personal use leave with prior approval by the respective supervisor and the Associate Vice President of Human Resources.

3. A holiday falling within a vacation period shall not constitute a vacation day. A holiday occurring while an employee is on leave of absence for sickness or injury shall not be counted against his sick leave.

\*In the event the college calendar includes one or more of these holidays as teaching days, an equivalent number of floating holidays will be granted. The procedure for taking a floating holiday will be the same as a vacation request and the floating holiday must be taken in the fiscal year in which it was earned.

#### **E. Insurance - Medical/Dental**

1. All benefits set forth in the Health, Dental and Life Insurance program as adopted by the Board of Trustees shall be paid as herein after agreed for each full-time employee by Triton College except each new employee shall pay for his/her coverage for the first six months of employment. Each employee will be provided with specifics regarding these insurance programs.

Employee and dependent coverage shall be provided on a co-payment premium basis.

Effective July 1, 2013 the health insurance co-payment will be revised through recommendation of the Employee Health Insurance committee and as approved by the Board of Trustees. The co-payment amount shall be identical to the highest amount paid by any other full time employee group. The standard effective date shall thereafter be January 1 through December 31, however the Board of Trustees at their discretion may revise the co-payment at any time with 180 day's notice to the affected employees.

\*Based on 26 pay periods per fiscal year. (Persons receiving their annual pay on less than the 26 pay period schedule shall have the annualized contribution [26 pay periods X the contribution rate] divided by their number of pay periods deducted from each paycheck.)

2. An employee on leave may at his option and expense continue insurance coverage. The first thirty (30) days shall be kept in force by the Board of Trustees. Parental leave is excluded from this option.
3. In the event that the majority of the Health Insurance Committee determines that it is in the best interest of the covered employees to modify the cap on the employee portion for prescription drugs, that recommendation will go before the Board of Trustees for consideration. Under no circumstances shall the Health Insurance Committee agree to dispose of a prescription drug card program in its entirety.
4. All health and accident insurance claims which have been submitted prior to termination shall be valid.
5. An employee whose spouse is covered under the Triton Medical/Dental Plan shall not be required to be separately covered under the Plan.
6. A Joint Committee will study and review all aspects of health insurance. Faculty, Administrative, and Classified employees will have equal representation together with the President or his designee. This committee will concentrate on controlling the cost of the life and health insurance package.

**F. Pension Plan**

1. The classified staff will participate in the State Universities Retirement System (SURS) in accordance with State statutes.
2. All retirees will have available to them the same reduced tuition plan as the Classified employees for self and dependents during the retirement incentive period or for 5 years from the last date of employment, whichever is greater.



**G. IRS Section 125 Salary Reduction Program**

The Board shall implement and make available to all classified an IRS Section 125 Salary Reduction Program to the fullest extent provided by the IRS rules and regulations for insurance premiums, eligible non-reimbursed medical expenses, and dependent care expenses. All enhancements, reductions, alterations, and changes hereinafter adopted by the IRS shall have a like effect on the plan provided by the Board. The Board shall pay any administrative cost to the program.

This program shall be supplemental to the other insurance coverage's contained in the agreement with the Association and shall not permit the employee to withdraw from these basic insurance coverage's.

## ARTICLE XII

### LEAVES

#### **A. Introduction**

1. An employee on an approved leave of absence shall maintain seniority, and benefits shall be commensurate with the years of service; however, benefits shall not accrue during the unpaid leave of absence or unpaid medical leave (i.e., sick leave, personal use days, vacation, etc).
2. An employee on leave may at his option and expense continue insurance coverage. The first thirty (30) days will be kept in force by the District.
3. An employee absent due to an approved leave of absence not exceeding six (6) months shall be reinstated in the same position held prior to the employee's absence.
4. An employee absent due to an approved leave of absence exceeding six (6) months shall be reinstated in his same or similar position.
5. Upon returning from an approved leave, an employee shall be reinstated in the same grade at a comparable salary level as when the leave was taken.
6. Monthly accrual shall be effective for all employees under this agreement as of July 1, 2020. All leave time (vacation, sick and personal) hours shall only be accrued in the Colleague system as they are earned, and shall only be credited to the system after the 16<sup>th</sup> day of the month worked. Employees must work more than 50% of the month to earn leave time for the month.

#### **B. Bereavement**

Each classified employee upon completion of his primary probationary period shall be allowed up to three calendar days leave of absence (excluding holidays and weekends) with pay for each bereavement. Bereavement shall include all members of the immediate family as defined in Article II.F. Additional days may be allowed and may be charged against accumulated sick leave or personal use leave at the employee's option.

#### **C. Court Appearances**

1. When an employee is called to serve on a jury, if the employee reports but is excused from serving with ½ of the working day or more remaining, the employee shall return to work. When an employee serves on jury duty, the employee shall not suffer loss of compensation.

When an employee is called to appear as a witness, if the employee reports but is excused from serving with ½ of the working day or more remaining, the employee shall return to work.

**D. Personal Use Leave**

1. Classified employees are entitled to three (3) personal use leave days (24 hours in the Colleague system) during each college year for personal business without loss of pay. Where reasonably foreseeable, classified employees shall provide the supervisor with 24 hours advance notice prior to using a personal use leave day.
2. Low priority will be given in the following work periods and an approved statement specifying the reason must be provided:
  - a. First week of a new semester
  - b. Final exam week
  - c. Working day before and working day after a holiday
  - d. Two or more personal days in succession.
3. Unused personal use leave shall apply to sick leave.
4. Personal use leave days (3) shall be taken in no less than one hour increments.

**E. Sick Leave**

1. Fifteen (15) sick days will be credited to an employee July 1. The Administration may require a doctor's statement as proof of illness after the fourth consecutive day of sick leave or after the sixth day, not necessarily days in sequence, in the previous six month period. Failure to provide a doctor's statement when requested, shall be deemed as insubordination and a written warning shall be issued for the first offense. However, if employment terminates and the employee has used more sick days than he has earned, the individual shall reimburse the college on a per diem basis. Such amounts, may be deducted by the College from any pending final paychecks or retirement compensation still pending. Or, if the employee must repay, the repayment must be within 60 days of the end of employment.

Sick leave shall be earned on a monthly basis using the following formula:

One (1) month employed earns 1.25 sick days.

Sick leave shall not be earned during approved leaves of absence.

2. Sick leave shall be interpreted to mean illness, accident, hospitalization, doctor's appointments, quarantine of the employee or someone in his immediate family.
3. An employee who will be late or absent due to sickness shall phone or otherwise notify the supervisor within one-half (½) hour after the starting time for those working a normal shift and one (1) hour prior to starting time for second- and third-shift employees. Failure to comply with the procedure will result in the loss of salary for that day.
4. There shall be no limitation on accumulated days of sick leave. Monetary remuneration shall be at 12.5% of unused sick leave upon retirement as defined by the State Universities Retirement System. Terminal reimbursement will be based upon the average of the five highest years of base contractual salary.
5. In the case of an extended illness, the Associate Vice President of Human Resources or designee shall grant unused vacation time after normal sick leave has expired, upon written request of the employee.
6. An employee absent the working day before or the working day following a legal holiday or vacation period may be requested to submit acceptable proof of the reason for absence. Failure to provide such evidence shall result in the employee's salary being deducted for both the holiday and the day of absence.
7. Use of sick leave days shall be deducted from those allowed.
8. The maximum number of sick days to be paid upon retirement be 360 days.

**F. Vacation**

1. Paid vacation shall be credited to an employee. Effective July 1, 2020 accrual shall be monthly in accordance with Article XII, sec A, par 6.. However, if employment terminates, and the employee has used more vacation days than he has earned, the individual shall reimburse the college on a per diem basis. Such amounts, may be deducted by the College from any pending final paychecks or retirement compensation still pending. Or, if the employee must repay, the repayment must be within 60 days of the end of employment.

From day 2 to last day year 1, 5/6 day per month (up to 10 days)

From day 1 year 2	10 days	78.00 hours
From day 1 year 5	15 days	117.00 hours
From day 1 year 9	16 days	124.80 hours
From day 1 year 10	17 days	132.60 hours
From day 1 year 11	20 days	156.00 hours
From day 1 year 12	21 days	163.80 hours
From day 1 year 13	22 days	171.60 hours

2. Vacation requests are to be submitted for approval on the appropriate form to the immediate supervisor (a minimum of 24 hours notice required) and are to be verified by the Human Resources Office. The needs of the college shall be considered when approving vacation requests. Whenever possible, the employee's requested time shall be granted. When persons within a department apply for the same days off and all requests cannot be honored, requests will be granted in the order submitted. If received simultaneously, seniority will be utilized for priority.
3. Each employee must take a minimum of five (5) consecutive working days vacation each year. (Taking vacation in blocks of days [5 or more] is preferred.) An employee may accumulate vacation days up to a maximum of 35 days.
4. Upon written request to the Business Office at least two (2) weeks in advance of an approved vacation period, the Business Office shall issue payroll checks or checks for the period of the vacation time on the day prior to the commencement of the vacation period.
5. Upon separation from employment, vacation time accrued but not used shall be paid at the employee's regular salary rate according to the schedule in XII.G.(3).
6. Upon commencement of an approved leave of absence, vacation time accrued but not used, may be paid at the employee's option at his regular salary according to the schedule in XII.G.(3).
7. Vacation days shall be taken in no less than one-hour increments.

#### **H. Parental Leave of Absence**

1. Any individual desiring a parental leave shall apply in writing thirty (30) days or more prior to the proposed commencement date to the Board of Trustees. Where thirty (30) days prior notice is not possible, notice as practical shall be given.
2. A parental leave of absence shall be granted for a period of twelve (12) weeks in the case of a birth of a son or daughter to care for that son or daughter, placement of a son or daughter with the employee for adoption or foster care, to care for a spouse, son, daughter, or parent if they have a serious health condition. Entitlement for leave or placement of a son or daughter with the employee shall end at the end of the twelve (12) month period beginning on the date of birth or placement. A parental leave of absence beyond twelve weeks may, as determined by the Board, be granted for a period not to exceed one year, as set by the Board, to bear a child or to rear a child under the age of five (5) years who is the applicant's child by birth, adoption, or from whom legal guardianship has been assumed.

3. All parental leaves of absence shall be without pay or other compensation. However, an employee may elect or employer may require the employee to substitute any of the accrued paid vacation leave, personal leave, or family leave for any part of the twelve week period.
4. An individual who is pregnant may use her available sick leave for such period that her attending physician certifies in writing to the Board that she is disabled and unable to work. Said period shall not be considered a part of her parental leave, and disability and sick leave benefits, if any, shall apply during said disability.
5. Insurance benefits ordinarily paid by the Board will be continued during the parental leave. Accrued benefits will be retained.

**I. Disability/Medical Leave**

1. An individual on disability/medical leave upon return will assume his same position or a comparable position, if the same position is not available.
2. Additionally, years of service will be counted as if the person was in continuous employment with appropriate placement on the salary schedule.
3. This provision will apply for up to two (2) years and is contingent upon the individual being physically able to assume the position.

**J. Special Leaves**

Leaves of absence without pay under special conditions may be granted by the Board of Trustees for a period of not more than six (6) months, providing such leave does not conflict with district needs.

All benefits listed in Article XI-Benefits will be prorated for employees who, at their own option, work less than a full year. The prorated amount will be in direct proportion to the period of the requested leave, i.e., one month's requested leave will result in a 1/12 reduction in benefits.

**K. Retirement**

1. Each Classified member shall participate in the State Universities Retirement System (SURS) in accordance with that system's regulations.
2. In exchange for timely notice, the amount of which is to be established by publication of an invitation of an offer from the Office of the College President

as appropriate, the Board agrees that the Administration shall commit at least \$100,000 over the life of this Negotiated Agreement for the purpose of establishing a retirement incentive bonus (SURS non-creditable earnings) at times and with limitations as established and published by the College Administration. This retirement incentive bonus requires the submission of an irrevocable retirement notice and is subject to the approval of the Board of Trustees.

3. Discretionary retirement slots, as identified above, are not pre-determined and are left to the sole discretion of the College President as indicated herein. Such slots shall be offered in groups of two (2) or more and shall be equal in bonus compensation within the group.

## **ARTICLE XIII**

### **DISCIPLINE**

#### **A. Types of Discipline**

At all times, supervisors and employees are encouraged to communicate with one another and to resolve any problems that may arise. However, the Board and the Association recognize that, from time to time, circumstances will arise which require the just dispensation of discipline. The parties agree that disciplinary action shall be for just cause shown and will be performed in a timely manner. Where applicable, discipline will be performed in a progressive manner. The types of discipline agreed to by the parties are as follows:

##### **1. Oral Warning**

The oral warning shall be delivered to the employee by the supervisor. The supervisor shall draft a memorandum of oral warning. A copy of such memorandum shall be served upon the employee who shall sign a copy to acknowledge receipt thereof and to further acknowledge the employee's understanding that the signed copy shall be retained by the supervisor. Such memoranda may be used as evidence in future disciplinary actions with regard to said employee.

##### **2. Written Warning and Conference**

Where the unsatisfactory performance or conduct giving rise to the oral warning has not been resolved, the employee and supervisor shall meet with the Associate Vice President of Human Resources to discuss the problem. The Association shall be notified and shall have a right to be present at the meeting. At said meeting, acceptable performance shall also be discussed. A written memorandum shall be prepared and given to the employee with copies to the supervisor and the Associate Vice President of Human Resources. All persons present shall sign said memorandum.

##### **3. Suspension**

If the unsatisfactory performance or behavior has not been corrected within the time frame established in the written warning and conference step, a second meeting shall be held with the Supervisor and Associate Vice President of Human Resources wherein the reasons for a suspension shall be discussed. The Association shall be notified and shall have a right to be present at the meeting.



**4. Discharge**

If the unsatisfactory performance or behavior has not been corrected after the suspension of the employee, the employee may be discharged from employment with the College. The employee shall be given written notice of the reasons for such discharge and be provided with an opportunity to respond to the Board of Trustees prior to a decision regarding the anticipated discharge. The Association shall be notified and shall have a right to be present at the Board meeting.

**5. Exceptions to Progressive Steps**

Nothing herein shall limit the right of the College to effect an emergency suspension, with pay. Termination of an employee where the conduct of the employee is flagrant, insubordinate, or otherwise non-remediable shall only be effectuated following the pre-disciplinary meeting provided for in Article XIII.B.

Said conduct shall include but not be limited to: sleeping during scheduled work shift; conviction of a felony anywhere, during the term of employment, and/or conviction for engaging in criminal activity (not a traffic offense) while on Triton's campus; Bringing a weapon onto the College campus; theft of a thing of value from Triton or persons on Triton's campus; fighting or striking another employee or supervisor; abandonment of the position by absenting himself for five or more consecutive days without notifying the supervisor; possession, sale or use of a controlled substance.

**B. Pre-Disciplinary Meeting**

For discipline other than oral warnings, an agent of the Board shall notify the Association and schedule a pre-disciplinary meeting with the employee and the Association. However, other than for a written warning conference, the meeting hereinafter described shall be mandatory. At this meeting the Board shall inform the employee of the reason(s) for potential or contemplated discipline. The employee and the Association designated person shall have the right to rebut or clarify the reasons for such discipline.

The persons present at this meeting shall be limited to the employee, one (1) Association designated representative, the supervisor involved, and the designee of the Vice President of Business. No other persons shall be present.

There shall be compliance with the provisions of this Section prior to the imposition of any discipline provided for in Section A, subparagraphs 3, 4 and 5 thereof.

**C. Notification and Measure of Discipline**

All levels of disciplinary action against an employee shall be done so in writing with the full reasons stated therein. A copy of such disciplinary action shall be served upon the employee and the Association, except in the case of an oral warning, wherein the provisions of A, 1 of this Article are applicable.

Once the Board has determined the measure of discipline, for that offense only, it shall not be increased for such offense. The disciplinary action taken for the particular offense as regards the affected employee shall not be a precedent for any conduct of a similar nature for any other employee.

**D. Removal of Discipline**

Any disciplinary action other than dismissal shall be removed from an employee's file after two (2) years if the employee has received no additional discipline for the same offense.

## **ARTICLE XIV**

### **SICK LEAVE BANK**

Membership in this bank will be open to all eligible bargaining unit employees and will be voluntary. Any member of the bank who receives benefits from the State Universities Retirement system (SURS), or who is absent for illness due to a work related injury (which is compensable under the Illinois Worker's Compensation Act) may not avail himself of any benefits of the bank. To become a member of the bank, a staff member will notify the Sick Leave Bank Committee of the intention to do so on a form that will be provided.

After the exhaustion of his sick leave and vacation accumulation, each member of the bank may be entitled to draw upon the Sick Leave Bank. The granting of such leave shall be subject to the same criteria as regular sick leave days and shall be, in all other respects, consistent with the negotiated Agreement. Sick leave shall be available only for the illness of the employee and not for the illness of the family.

Any member who wishes to withdraw from membership in the bank can do so by written notice to the Sick Leave Bank Committee. Official withdrawal will be effective five (5) working days after the official notification. However, because the contribution of the two days is treated in the same manner as insurance, the days will not be returned.

It will be the responsibility of the Classified Association Executive Committee to establish the basic rules and regulations of the bank. Once these rules have been completed, they will be published and membership will be opened.

Classified employees who participate in the Sick Leave Bank and who have complaints regarding the decision(s) of the Sick Leave Bank Committee shall bring those complaints directly to the Sick Leave Bank Committee.

Classified employees shall absolve and hold harmless, in all respects, the Board of Trustees and the Administration regarding the implementation of the Sick Leave Bank provisions of this agreement.

When a participant in the Sick Leave Bank requests and is approved for sick leave benefits by the Committee, said Committee shall forward the name and all other appropriate pertinent information to the Associate Vice President of Human Resources.

Determination of participation, discontinuance of participation and particulars with regard to the withdrawal of days shall be furnished to the Associate Vice President of Human Resources by the Sick Leave Bank Committee in the appropriate year.

An employee who retires may donate up to 10 days of the employee's accumulated sick leave to the sick leave bank. These days may not be counted for SURS or remuneration under Article XII, Section F.4.

## **ARTICLE XV**

### **PAST PRACTICE**

Except as this Agreement shall herein provide provisions that specifically relate to an alleged past practice, nothing herein shall be interpreted or applied so as to eliminate, reduce, or otherwise detract from any classified benefits existing prior to the effective date of this Agreement.

The Association and Board agree that any past practices which may arise under the provisions of and during the term of this Agreement shall conform to the elements enumerated in this section.

The parties agree that the following four (4) requirements must exist for an alleged past practice to qualify as a bonafide, binding practice, whether under the provisions of this Agreement or at any time prior thereto:

1. The asserted past practice must be reasonably consistent;
2. The asserted past practice must be clearly stated in writing, or clearly articulated in an ascertainable manner;
3. The asserted past practice shall have been acted upon;
4. The asserted past practice must be readily ascertainable over a reasonable period of time as a reasonably fixed and established practice accepted by both Parties to this Agreement.

The Board agrees that, upon request of the Association, it will, through its administration, meet and consult with the Association relative to any past practices pertaining to wages, hours, and conditions of employment.

## **ARTICLE XVI**

### **ENTIRE AGREEMENT**

This Agreement constitutes a full and complete settlement of all known outstanding issues between the Board and the Association, and it supersedes and cancels all previous agreements between the Board and the Association. The Board and the Association mutually agree that this Agreement does not constitute a waiver of rights granted by the Illinois Educational Labor Relations Act with respect to those matters which permit collective bargaining and are not encompassed in this Agreement, and no action shall be taken with regard thereto by either party without collective bargaining and agreement. The Board and the Association mutually agree that they shall not make unilateral changes in the Collective Bargaining Agreement.

## **ARTICLE XVII**

### **PRECEDENCE OF AGREEMENT**

The Board and Association acknowledge the Board's authority to promulgate such policies for the College as the Board, in its sole discretion, deems necessary or advisable. Said policies shall control to the extent that they are not in conflict with the written terms of this Agreement.

If there is any conflict between the written terms of this Agreement and written Board policies, which may from time to time be in effect, the written terms of this Agreement shall take precedence and be controlling

## **ARTICLE XVIII**

### **COMPENSATION LIMITATION**

All compensation received under this agreement is limited to a maximum of six percent (6%) in consideration of the provisions of Illinois Senate Bill 27 (SB27) and any and all legislative enactments that may follow related thereto.

If subsequent legislative enactments permit compensation in excess of six percent (6%) without penalty to, or liability for the college, then such compensation shall be paid under the provisions of this agreement.

## APPENDIX A

### **CLASSIFIED TITLES & GRADES**

<b><u>GRADE</u></b>	<b><u>TITLES</u></b>
5	Library Assistant I Mail Distribution Clerk
6	ABE Data Entry Clerk Audio Visual Equipment Assistant Custodian I Gardener Library Assistant II Library Technology and Circulation Assistant Secretary I Student Personnel Clerk I Switch Board Operator
7	Account Clerk Assistant Coordinator, Chemistry Lab Maintenance Personnel Maintenance, Supply and Set Up Clerk Lead Staff Services Assistant Purchasing Assistant
8	Financial Aid Specialist Mail Automation Assistant Maintenance Semi-Skilled Trades Secretary II Student Loan Specialist
9	Cataloger Coordinator, Intake Services Health Careers Information Specialist Lead Person Custodial/Grounds Lead Person, Shipping and Receiving Police Communication & Support Services Officer Prospective Student Information Specialist Senior Financial Aid Specialist Student Personnel Clerk II



- 10      Business Specialist  
Coordinator, Audio Visual Services  
Coordinator, Financial Aid  
Coordinator, Housing, Student Employment & Scholarship  
Coordinator, RSVP Volunteers  
Coordinator, Science Lab  
Disability Services Assistant  
Financial Aid Awarding Specialist  
Graphic Design Specialist  
Lead Person Police Communications/Support Service Officer  
Marketing and Public Relations Associate  
Office Coordinator  
System Support Specialist  
Telecommunication Specialist
- 11      Accountant  
Child Care Center Associate  
Computer Systems Specialist  
Coordinator, Circulation Services  
Coordinator, Educational Technology Resource Center  
Coordinator, Financial and Membership  
Curriculum & Assessment Assistant  
Maintenance, Skilled Trades – Painter  
Maintenance, Skilled Trades - Mechanic  
Staff Technology Trainer  
Technical and Production Assistant  
Training Coordinator
- 12      Child Care Associate Director  
Coordinator, Scheduling  
Coordinator, Testing Center  
Creative Services Associate  
Manager/Technical Director, Performing Arts Center  
Records Evaluator  
Senior Graphics Design Specialist
- 13      Coordinator, Academic Success Center  
Coordinator, Kindergarten Child Care  
Lead Person, Maintenance  
Digital Media Marketing Specialist  
Public Relations Writer  
Senior Coordinator Scheduling  
Senior Lead Person/Custodial Grounds

EXEMPT/EXCLUDED POSITIONS

All Administrative Assistants

Administrative Assistant to the Vice President of Business Administration

Event/Community Relations Assistant

All Human Resource Positions

All Payroll Positions

## **APPENDIX B**

### **SALARY AND INITIAL PLACEMENT**

1. All employees hired after January 1<sup>st</sup> of each year of the agreement shall receive a raise effective only upon Board approved completion of their probationary period.
2. All employees shall receive raises on July 1<sup>st</sup> of each year of the four year agreement.
  - Effective July 1, **2023**, each employee shall receive a salary increase of: **5.25%** for fiscal year **2024**.
  - Effective July 1, **2024**, each employee shall receive a salary increase of: **5.25%** for fiscal year **2025**.
  - Effective July 1, **2025**, each employee shall receive a salary increase of: **5.25%** for fiscal year **2026**.
  - Effective July 1, **2026**, each employee shall receive a salary increase of: **5.25%** for fiscal year **2027**.
3. Initial salary placement will be at an amount within the assigned salary grade for the position. Generally, placement will be at or near the minimum starting salary of the salary grade except where job-related conditions or the specific needs of the College district warrant higher placement.  
(See Appendix C.)

## **APPENDIX C**

<b>FY 2016 (2015-2016)</b>	<b>Grade</b>	<b>Minimum Starting Salary</b>	<b>Maximum Starting Salary</b>
	5	\$29,540	\$33,306
	6	\$30,920	\$34,922
	7	\$32,301	\$36,540
	8	\$33,685	\$38,157
	9	\$35,066	\$39,769
	10	\$36,447	\$41,387
	11	\$37,827	\$43,004
	12	\$39,210	\$44,621
	13	\$40,590	\$46,236
<b>FY 2017 (2016-2017)</b>	<b>Grade</b>	<b>Minimum Starting Salary</b>	<b>Maximum Starting Salary</b>
	5	\$29,982	\$33,806
	6	\$31,384	\$35,446
	7	\$32,786	\$37,088
	8	\$34,190	\$38,729
	9	\$35,592	\$40,366
	10	\$36,994	\$42,008
	11	\$38,394	\$43,650
	12	\$39,798	\$45,290
	13	\$41,199	\$46,930
<b>FY 2018 (2017-2018)</b>	<b>Grade</b>	<b>Minimum Starting Salary</b>	<b>Maximum Starting Salary</b>
	5	\$30,433	\$34,313
	6	\$31,855	\$35,978
	7	\$33,278	\$37,644
	8	\$34,703	\$39,310
	9	\$36,126	\$40,971
	10	\$37,549	\$42,638
	11	\$38,970	\$44,305
	12	\$40,395	\$45,969
	13	\$41,817	\$47,634
<b>FY 2019 (2018-2019)</b>	<b>Grade</b>	<b>Minimum Starting Salary</b>	<b>Maximum Starting Salary</b>
	5	\$30,890	\$34,828
	6	\$32,322	\$36,518
	7	\$33,777	\$38,209
	8	\$35,224	\$39,900
	9	\$36,668	\$41,586
	10	\$38,112	\$43,278
	11	\$39,555	\$44,970
	12	\$41,001	\$46,659
	13	\$42,444	\$48,349

APPENDIX C

FY24	Grade	Minimum Starting Salary	Maximum Starting Salary
	5	\$31,701	\$35,742
	6	\$33,182	\$37,477
	7	\$34,664	\$39,212
	8	\$36,149	\$40,947
	9	\$37,631	\$42,678
	10	\$39,112	\$44,414
	11	\$40,593	\$46,150
	12	\$42,077	\$47,884
	13	\$43,558	\$49,618

Effective July 1st, 2023

FY25	Grade	Minimum Starting Salary	Maximum Starting Salary
	5	\$32,533	\$36,680
	6	\$34,053	\$38,460
	7	\$35,574	\$40,241
	8	\$37,098	\$42,022
	9	\$38,618	\$43,798
	10	\$40,139	\$45,580
	11	\$41,659	\$47,362
	12	\$43,182	\$49,141
	13	\$44,702	\$50,921

Effective July 1st, 2024

FY26	Grade	Minimum Starting Salary	Maximum Starting Salary
	5	\$33,387	\$37,643
	6	\$34,947	\$39,470
	7	\$36,507	\$41,298
	8	\$38,071	\$43,125
	9	\$39,632	\$44,948
	10	\$41,193	\$46,776
	11	\$42,752	\$48,605
	12	\$44,315	\$50,431
	13	\$45,875	\$52,257

Effective July 1st, 2025

FY27	Grade	Minimum Starting Salary	Maximum Starting Salary
	5	\$34,263	\$38,631
	6	\$35,864	\$40,506
	7	\$37,466	\$42,382
	8	\$39,071	\$44,257
	9	\$40,672	\$46,127
	10	\$42,274	\$48,004
	11	\$43,875	\$49,881
	12	\$45,479	\$51,754
	13	\$47,079	\$53,629

Effective July 1st, 2026

## **APPENDIX D**

All benefits of the Classified employee health plan are contained in the Triton College Blue Cross/Blue Shield of Illinois Plan Document.

## **APPENDIX E**

### **POLICY ON DISCRIMINATION**

It is the policy of Triton College not to discriminate on the basis of race, color, creed, national origin, handicap, age, sex or marital status in admission to and participation in its educational programs, employment policies, or college activities. See Board Policy #4102.2 for further information.

Inquiries regarding compliance with state and federal nondiscrimination regulations may be directed to the College's Affirmative Action Officer. Triton College, 2000 Fifth Avenue, River Grove, Illinois, or to any of the following agencies:

1. Equal Employment Opportunity Commission  
1801 L Street, N.W. Suite 100  
Washington, D.C. 20507-1002

or the

Chicago District Office  
500 West Madison St.  
Suite 2800  
Chicago, Illinois 60661  
(312) 353-2714

2. Illinois Department of Human Rights  
100 West Randolph  
Suite 10-100  
Chicago, Illinois 60601  
(312) 814-6200

3. Office of Civil Rights  
U.S. Department of Education  
111 N. Canal Street, Suite 1053  
Chicago, Illinois 60606  
(312) 886-8434



## **APPENDIX F**

### **POLICY STATEMENT ON SEXUAL HARASSMENT**

Sexual harassment is illegal under both State and Federal law. In some cases, it may be subject to prosecution under the criminal sexual conduct law. See Board Policy #4145 for further information.

In support and implementation of the law, and in an effort to provide an educational environment free from condoned harassment, it is the policy of Triton College that no member of the college community including but not limited to employees or students may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance.

Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the dependence and trust inherent in student/faculty or employee/supervisor relationships. When the authority and power inherent in these relationships is abused in this way, there is potentially great damage to the individual, to the person complained of and to the general climate of the College.

**APPENDIX G**

**TRITON COLLEGE**  
**EMPLOYEE/ASSOCIATION FILING OF GRIEVANCE FORM**

Date Filed: \_\_\_\_\_

Docket No. \_\_\_\_\_

Grievant: \_\_\_\_\_

Position: \_\_\_\_\_

Respondent: Board of Trustees of District 504

Name and Title of Appropriate Supervisor Served:

\_\_\_\_\_

Statement of Grievance:

\_\_\_\_\_

\_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_

Remedy Requested (State Fully):

\_\_\_\_\_

\_\_\_\_\_

Witnesses:

\_\_\_\_\_

I affirm that, to the extent of my knowledge, the above is a full, accurate, and complete report of the grievance.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Association Representative

\_\_\_\_\_  
Date

**(use back if necessary)**

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## **DURATION OF AGREEMENT**

Ratified by the membership of the Triton College Classified Association on Nov 30 - Dec 1, 2022 by a vote of 74 in favor and 4 Against.

Ratified by the Triton College Board of Trustees on December 20, 2022 by a vote of \_\_\_\_ in favor and \_\_\_\_ against.

This Agreement shall become effective July 1, 2023 and shall remain in full force and effect through and including June 30, 2027.

### **Board of Trustees**

\_\_\_\_\_  
Mark R. Stephens, Chairman

\_\_\_\_\_  
Tracy Jennings, Secretary

### **Classified Association**

\_\_\_\_\_  
Renee Swanberg, President

\_\_\_\_\_  
Mary Jo Velasco, Negotiating Team

\_\_\_\_\_  
Sandra Poremba, Negotiating Team

\_\_\_\_\_  
Felix Vega, Negotiating Team

\_\_\_\_\_  
Steve Mazurek, Negotiating Team

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

Meeting of December 20, 2022

ACTION EXHIBIT NO. 16829

**SUBJECT: ENGAGEMENT OF ARNSTEIN & LEHR LLP - LITIGATION**

**RECOMMENDATION:** That the Board of Trustees approve the further engagement of Arnstein & Lehr LLP attorneys at law for general litigation matters. The firm will work for Triton College on issues related to general litigation and litigation preparation. The educational government rate is \$250 - \$600 per hour.

**RATIONALE:** Arnstein & Lehr LLP has previously been retained by the College to perform Bonding and Real Estate matters. This action will expand the areas of service the firm can perform for the College. The College has previously engaged specialty counsel for matters outside and beyond the normal scope and expertise of Kusper & Raucci's practice. Kusper & Raucci's primary litigation specialist has retired and therefore there is a need for additional options beyond our other engaged litigators at Franczek P.C.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Chairman**

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**Tracy Jennings**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒



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

Meeting of December 20, 2022

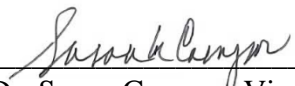
ACTION EXHIBIT NO. 16830

**SUBJECT: AMENDMENT TO AGREEMENT WITH MACNEAL HOSPITAL**

RECOMMENDATION: That the Board of Trustees approve the First Amendment to Education Affiliation Agreement with Gottlieb Community Health Services Corporation d/b/a MacNeal Hospital. This Agreement commences January 2, 2023, and shall automatically renew annually unless either party provides notice of intent to terminate as provided therein. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed, students who are participating in the clinical learning experience at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth therein. There is no cost to the college for this Agreement.

RATIONALE: This Amendment will add the Emergency Medical Service program to the programs of Diagnostic Medical Sonography, Vascular Technology in Sonography, Respiratory Care, Surgical Technology, and Sterile Processing to those students participating in a clinical experience at MacNeal Hospital.

Submitted to Board by: \_\_\_\_\_

  
Dr. Susan Campos, Vice President of Academic Affairs

**Board Officers' Signatures Required:**

\_\_\_\_\_  
**Mark R. Stephens  
Board Chairman**

\_\_\_\_\_  
**Tracy Jennings  
Secretary**

\_\_\_\_\_  
**Date**

Related forms requiring Board signature: Yes ☒ No ☐

## **FIRST AMENDMENT TO EDUCATION AFFILIATION AGREEMENT**

**THIS FIRST AMENDMENT TO EDUCATION AFFILIATION AGREEMENT** ("**Amendment**") made and entered into as of the 2nd day of January, 2023, is by and between **Gottlieb Community Health Services Corporation d/b/a MacNeal Hospital**, an Illinois not-for-profit corporation ("**Hospital**") and **Community College District 504, commonly known as Triton College** ("**Institution**"). Hospital and Institution may each be referred to as a "**Party**" and collectively as the "**Parties**."

### **RECITALS**

**WHEREAS**, Hospital and Institution entered into that certain agreement entitled Education Affiliation Agreement ("**Agreement**") on August 19, 2020;

**WHEREAS**, the Parties now seek to enter into this Amendment to amend Exhibit A, Clinical Programs to include Emergency Medical Services; and

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

1. Exhibit A is hereby deleted in its entirety and replaced with Exhibit A-1 attached and incorporated hereto.
2. All other provisions of the Agreement shall remain in full force and effect.

**SIGNATURE PAGE FOLLOWS**

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

**Gottlieb Community Health Services Corporation d/b/a MacNeal Hospital**

Signature: \_\_\_\_\_

Pierre Monice

Title: President

Date: \_\_\_\_\_

**Triton College, District 504**

Signature: \_\_\_\_\_

Mark R. Stephens

Title: Board Chairman

Date: \_\_\_\_\_

**EXHIBIT A-1**  
**CLINICAL PROGRAMS**

Diagnostic Medical Sonography

Vascular Sonography

Nuclear Medicine

Respiratory Care

Surgical Technology

Sterile Processing

Emergency Medicine Services

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

Meeting of December 20, 2022

ACTION EXHIBIT NO. 16831

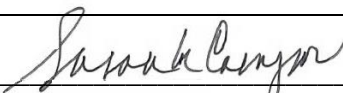
**SUBJECT:** COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS

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

**RATIONALE:** This recommendation was approved by the College Curriculum Committee on November 3, 2022 and December 1, 2022, and approved by the Academic Senate on November 8, 2022 and December 13, 2022.

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**Submitted to Board by:**



Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Board Chairman**

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**Tracy Jennings**  
**Secretary**

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**Date**

Related forms requiring Board signature: Yes ☐ No ☒

**College Curriculum Committee Summary  
November 3, 2022**

**for**

**Academic Senate, November 8, 2022  
Board of Trustees, December 20, 2022**

***PROGRAMS***

**NEW PROGRAM(s)**

- C408G Cannabis Dispensary Certificate
  - total program credits: 16; 3 new courses: BUS 139, BUS 140 and BUS 142; existing courses: BUS 141, BUS 171
  - *Effective 8/20/2023*
- C207G Software Development Certificate
  - total program credits: 60-62;
  - *Effective 8/20/2023*

**REACTIVATE PROGRAM(s)**

- C217D Respiratory Care AAS
  - total program credits: 68; 20 new courses (see NEW COURSE(s))
  - *Effective 8/20/2023*

**MAJOR PROGRAM REVISION(s)**

- C307D Executive Administrative Assistant Certificate
  - program description change; title to 'Executive Assistant Certificate'; added: BUS 151, BUS 285'; deleted: BUS 103, BUS 104, BUS 125; BUS 102 changed to ACC 102 with title change; total program credits from 30 to 28
  - *Effective 5/21/2023*
- C407D Administrative Assistant Certificate
  - program description change; added: BUS 131, BUS 141; deleted: ACC 200, BUS 103, BUS 104; BUS 102 changed to ACC 102 with title change to 'Accounting with QuickBooks'; total program credits from 17 to 18
  - *Effective 5/21/2023*

**MINOR PROGRAM REVISION(s)**

- C207A Computer Information Systems AAS
  - added: CIS 108
  - *Effective 5/21/2023*
- C207F Computer Network and Telecommunications System AAS
  - added: CIS 108
  - *Effective 5/21/2023*

- C207S Cybersecurity & Information Assurance AAS
  - added: CIS 108
  - *Effective 5/21/2023*
- C407J Web Design and Technologies Certificate
  - added: CIS 108
  - *Effective 5/21/2023*
- C407V Database Systems Certificate
  - added: CIS 108
  - *Effective 5/21/2023*
- C515C Windows Programming Advanced Certificate
  - added: CIS 108
  - *Effective 5/21/2023*
- C306A Accounting Assistant Certificate
  - BUS 102 changed to ACC 102 with title change to 'Accounting with QuickBooks'
  - *Effective 5/21/2023*
- C406D Entrepreneurship Certificate
  - BUS 102 changed to ACC 102 with title change to 'Accounting with QuickBooks'
  - *Effective 5/21/2023*
- C416A Bookkeeping Certificate
  - BUS 102 changed to ACC 102 with title change to 'Accounting with QuickBooks'
  - *Effective 5/21/2023*

## ***COURSES***

### **NEW COURSE(s)**

- CIS 108 Introduction to Python
  - 3 credits; 2 lecture; 2 lab; \$50 course fee
  - *Effective 5/21/2023*

### **MAJOR COURSE REVISION(s)**

- CIS 103 Android Platform Application Development I
  - title to 'Android Application Development'; prerequisite to 'CIS 121 or CIS 108'; updated course description, general education outcomes, textbook
  - *Effective 5/21/2023*
- BUS 102 Small Business Accounting
  - course prefix to 'ACC'; title to 'Accounting with QuickBooks'; updated course description
  - *Effective 5/21/2023*
- HIA 150 Food Preparation Essentials & Theory
  - lecture from 3 to 1; lab from 0 to 4; updated course description
  - *Effective 5/21/2023*

### **MINOR COURSE REVISION(s)**

- AST 101 Astronomy of the Solar System
  - description change, updated textbook, laboratory topics, Topical Learning Outcomes, Overall Learning Outcomes
  - *Effective 1/16/2023*

- AST 102 Astronomy of the Stars and Beyond
  - description change; updated laboratory section of the Course Outline and Learning Outcomes; update textbook, updated Overall Learning Outcomes
  - *Effective 1/16/2023*

### **DELETED COURSE(s)**

- CHN 102 Elementary Chinese
  - *Effective 1/16/2023*
- HIS 155 History of the Afro-American in the United States
  - *Effective 1/16/2023*
- HUM 105 Humanities Through the Arts II
  - *Effective 1/16/2023*
- SPN 118 Study/Travels in Hispanic Countries
  - *Effective 1/16/2023*
- SPN 190 Career Spanish
  - *Effective 1/16/2023*
- SPN 296 Special Topics in Spanish
  - *Effective 1/16/2023*



**College Curriculum Committee Summary  
December 1, 2022**

**for**

**Academic Senate, December 13, 2022  
Board of Trustees, December 20, 2022**

***PROGRAMS***

**NEW PROGRAM(s)**

- C408G Cannabis Dispensary Certificate
  - total program credits: 16; 3 new courses: BUS 139, BUS 140 and BUS 142; existing courses: BUS 141, BUS 171
  - *Effective 8/20/2023*
- C207G Software Development Certificate
  - total program credits: 60-62;
  - *Effective 8/20/2023*

**REACTIVATE PROGRAM(s)**

- C217D Respiratory Care AAS
  - total program credits: 68;
  - *Effective 8/20/2023*

**MINOR PROGRAM REVISION(s)**

- U230A36 Health, Sport and Exercise Science (AAS)
  - ACC 101 was added to Semester Six (only for the Concordia Sport Management program) as an option; added stackable certificates: Integrative Wellness, Personal Trainer, Sports Conditioning and Sports Management
  - *Effective 5/21/2023*
- C437A Integrative Wellness Certificate
  - updated to 9 credit hours, was listed wrong at 8 due to HTH104 changing from 2 to 3 credit hours Spring 2022; added stackable certificates: Personal Trainer Certificate; added PED 121 and HTH 202 as elective options
  - *Effective 5/21/2023*
- C336A Personal Trainer Certificate
  - revised Program Prerequisite by removing '*Students must have current CPR certification or must have completed HTH 281 prior to enrolling in this program.*'; added 1 stackable degree: Health, Sport and Exercise Science, and 3 stackable certificates: Integrative Wellness, Sports Conditioning and Sports Management; replaced specific HTH and PED course list with statement: '*Any HTH or PED course not in curriculum or PSY 207, Health Psychology can be taken to fulfill the elective hours*'; it is strongly encouraged to take HTH281 First Aid and CPR for 1 credit hour.'; reordered and revised wording in Program Learning Outcomes
  - *Effective 5/21/2023*

- C536B Sports Conditioning Certificate
  - added 1 stackable degree: Health, Sport and Exercise Science, and 1 stackable certificate: Personal Trainer; added HTH 220 as an elective option
  - *Effective 1/16/2023*
- C436A Sport Management Certificate
  - added 1 stackable degree: Health, Sport and Exercise Science and 1 stackable certificate Personal Trainer; added PED198 and HTH 220 as elective options
  - *Effective 5/21/2023*
- C248C VIC/Graphic Design AAS
  - revised Program Learning Outcomes
  - *Effective 8/20/2023*
- C348C VIC/Graphic Design Certificate
  - revised Program Learning Outcomes
  - *Effective 8/20/2023*

## ***COURSES***

### **NEW COURSE(s)**

- BUS 139 Introduction to Cannabis
  - 3 credits; 3 lecture
  - *Effective 8/20/2023*
- BUS 140 Legal and Regulatory Issues in the Cannabis Industry
  - 3 credits; 3 lecture
  - *Effective 8/20/2023*
- BUS 142 Cannabis Dispensary Operations
  - 4 credits; 4 lecture
  - *Effective 8/20/2023*
- RSC 102 Introduction to Respiratory Care Profession
  - 1 credit; 1 lecture; prerequisite 'Admission into the Respiratory Care program'; 1 time repeatable
  - *Effective 8/20/2023*
- RSC 104 Cardiopulmonary Anatomy and Physiology
  - 3 credits; 3 lecture; prerequisite: 'Admission into the Respiratory Care program'; 1 time repeatable
  - *Effective 8/20/2023*
- RSC 108 Cardiopulmonary Pharmacology
  - 3 credits; 3 lecture; prerequisite: 'Admission into the Respiratory Care program'
  - *Effective 8/20/2023*
- RSC 111 Basic Respiratory Procedures
  - 4 credits; 3 lecture; 2 lab; prerequisite: 'Admission into the Respiratory Care program'; 1 time repeatable; \$85 course fee
  - *Effective 8/20/2023*
- RSC 122 Advanced Respiratory Procedures
  - 4 credits; 3 lecture; 2 lab; prerequisite: 'RSC 102, RSC 104, RSC 108, RSC 111'; 1 time repeatable; \$85 course fee
  - *Effective 8/20/2023*
- RSC 128 Cardiopulmonary Diagnostics
  - 2 credits; 2 lecture; prerequisite: 'RSC 102, RSC 104, RSC 108, RSC 111'; 1 time repeatable
  - *Effective 8/20/2023*
- RSC 135 Cardiopulmonary Diseases I

- 3 credits; 3 lecture; prerequisite: 'RSC 102, RSC 104, RSC 108, RSC 111'; 1 time repeatable
  - *Effective 8/20/2023*
- RSC 141 Cardiopulmonary Diseases I
  - 1 credit; 2 clinical lab; prerequisite: 'RSC 102, RSC 104, RSC 108, RSC 111'; 1 time repeatable; \$50 course fee
  - *Effective 8/20/2023*
- RSC 151 Applied Respiratory Care II
  - 1 credit; 2 clinical lab; prerequisite: 'RSC 122, RSC 128, RSC 135, RSC 141'; 1 time repeatable; \$50 course fee
  - *Effective 8/20/2023*
- RSC 155 Basic Intensive Respiratory Care
  - 4 credits; 3 lecture; 2 lab; prerequisite: 'RSC 122, RSC 128, RSC 135, RSC 141'; 1 time repeatable; \$50 course fee
  - *Effective 8/20/2023*
- RSC 202 Cardiopulmonary Diseases II
  - 3 credits; 3 lecture; prerequisite: 'RSC 151, RSC 155'; 1 time repeatable
  - *Effective 8/20/2023*
- RSC 205 Advanced Intensive Respiratory Care
  - 4 credits; 3 lecture; 2 lab; prerequisite: 'RSC 151, RSC 155'; 1 time repeatable; \$50 course fee
  - *Effective 8/20/2023*
- RSC 207 Pulmonary Function Testing
  - 2 credits; 1.5 lecture; 1 lab; prerequisite: 'RSC 151, RSC 155'; 1 time repeatable; \$50 course fee
  - *Effective 8/20/2023*
- RSC 214 Hemodynamic Monitoring
  - 2 credits; 2 lecture; prerequisite: 'RSC 151, RSC 155'; 1 time repeatable
  - *Effective 8/20/2023*
- RSC 230 Applied Respiratory Care III
  - 1 credit; 2 clinical lab; prerequisite: 'RSC 151, RSC 155'; 1 time repeatable; \$50 course fee
  - *Effective 8/20/2023*
- RSC 235 Applied Respiratory Care III
  - 3 credits; 2 lecture; 2 lab; prerequisite: 'RSC 202, RSC 205, RSC 207, RSC 214, RSC 230'; 1 time repeatable; \$50 course fee
  - *Effective 8/20/2023*
- RSC 237 Long Term Respiratory Care
  - 1 credit; 1 lecture; prerequisite: 'RSC 202, RSC 205, RSC 207, RSC 214, RSC 230'; 1 time repeatable
  - *Effective 8/20/2023*
- RSC 239 Advanced Respiratory Care Techniques
  - 2 credits; 2 lecture; prerequisite: 'RSC 202, RSC 205, RSC 207, RSC 214, RSC 230'; 1 time repeatable
  - *Effective 8/20/2023*
- RSC 245 Applied Respiratory Care IV
  - 1 credit; 2 clinical lab; prerequisite: 'RSC 202, RSC 205, RSC 207, RSC 214, RSC 230'; 1 time repeatable; \$50 course fee
  - *Effective 8/20/2023*
- RSC 252 Respiratory Care Board Review
  - 2 credits; 2 lecture; prerequisite: 'RSC 202, RSC 205, RSC 207, RSC 214, RSC 230'; 1 time repeatable; \$120 course fee
  - *Effective 8/20/2023*

TRITON COLLEGE  
DISTRICT #504

SCHEDULE B45.05  
VOLUME XLV  
December 20, 2022

Spring 2023 Triton College Continuing Ed Guide

The following firms have been invited to submit bids for printing of the Spring 2023 Triton College Continuing Ed Guide. On October 13, 2022 an advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Twenty-nine (29) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Thursday, November 3, 2022, the bids were publicly opened and read aloud in room A-300 by John McGarry, Purchasing Manager and witnessed by Danielle Stephens, Business Specialist.

COMPANY

NET COST

Woodward Printing Services  
11 Means Drive  
Platteville, WI 53818

\$32,955.00

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

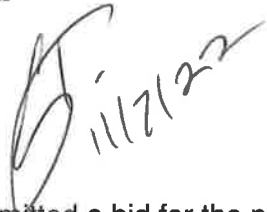
A/C Number 01-80300520-540200005

A/C Name Marketing-Printing

Budget	\$ 222,000.00
Prev. Expend	\$ 93,216.65
Schedule	\$ 32,955.00
Balance	\$ 95,828.35

## MEMORANDUM

**To: Sean Sullivan**  
**From: Sam Tolia**  
**Date: 11/07/22**  
**Re: Bid Results**



Two printers submitted a bid for the printing of the Triton College 2023 Spring CE guide. These bids are based on printing 142,500 copies at 60 pages plus cover. The cover prints four-color on 80# gloss enamel and the body prints one-color on 30# newsprint. Also included in the bid is an electronic proof (PDF), saddlestitching, storage and simplified mailing.

The bid is as follows:

KK Stevens Publishing Company	\$34,444.63
Woodward Printing Services	\$32,955

Accepting the bid from Woodward Printing Services is recommended.

Spring 2023 Triton College Continuing Ed Guide	Triton College November 3, 2022 at 1:30 pm	
Bid Tabulation		
Company Name:	Woodward Printing	K.K. Stevens Publishing Company
145,000 copies, 60 pages plus cover	\$ 30,005.00	\$ 34,444.63
Additional signatures + 4	\$ 3,442.00	\$ 1,770.25
+ 8	\$ 4,549.00	\$ 3,053.13
+ 16	\$ 6,238.00	\$ 4,706.00
less signatures - 4	\$ 3,128.00	\$ (118.44)
- 8	\$ 4,295.00	\$ (1,144.52)
- 16	\$ 5,943.00	\$ (4,567.00)
Additional M's	\$ 232.00	\$ 214.59
Ink: Cover: 4 Color (Process)	Included	Included
Body: One Color Black	Included	Included
Paper: Cover: 80# Gloss Enamel Text	Included	Included
Body: Good Quality 30# Newsprint	Included	Included
Bindery	Included	Included
Copy	Included	Included
Proofs	Included	Included
Inserts - Per 1,000	\$ 30.00	\$ 32.00
Delivery	\$ 2,950.00	Included
Simplified mailing	Included	Included
<b>Total Bid:</b>	<b>\$ 32,955.00</b>	<b>\$ 34,444.63</b>

# SPECIFICATIONS

## NAME

Spring 2023 Triton College Continuing Ed Guide

## PAGES

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

## QUANTITY

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

## SIZE

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

## INK

Cover: 4C process (includes BC, IFC, IBC). Body: One color (Black)

## PAPER

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

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

## BLEEDS

Cover: Four sides. Body: None.

## BINDERY

Saddlestitch.

## COPY

All files will be provided electronically (PDFs) approximately Dec. 5, 2022.

## PROOFS

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

## **MAILING/DELIVERY**

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142,000 copies to be prepared for simplified mailing and delivered approximately Jan. 3, 2023, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

## **2ND DELIVERY**

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500 schedules are to be delivered approximately Jan. 3, 2023, 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.

Quote cost per thousand for simplified mailing.

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

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

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

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

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

If additional information or clarification is needed, please phone John McGarry at (708) 456-0300, Ext. 3467.



Mailing List

Castle Printech  
121 Industrial Drive  
DeKalb, IL 60115

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

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

Northern Printing Network  
2801 Lakeside Dr Ste 110  
Bannockburn, IL 60015

Creasey Printing Services  
1905 Morning Sun Ln  
Springfield, IL 62711

Signature Offset  
13801 E 33<sup>rd</sup> Pl, Unit F  
Aurora, CO 80011

United Graphics LLC  
898 Cambridge Dr  
Elk Grove Village, IL 60007

Midstates Inc  
4820 Capital Ave NE  
Aberdeen, SD 57401

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

Blue Island Newspaper Printing, Inc.  
282 W 147<sup>th</sup> St  
Harvey, IL 60426

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

Creekside Printing  
1175 Davis Road  
Elgin, IL 60123

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

Regional Publishing Corp  
12243 S Harlem  
Palos Heights, IL 60463

John S Swift  
999 Commerce Ct  
Buffalo Grove, IL 60089

Woodward Printing Services  
11 Means Drive  
Platteville, WI 53818

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

The Viking Printing Group  
497 Widgeon Ln  
Bloomington, IL 60108

Custom Services  
120 W Laura Drive  
Addison, IL 60101

Vouge Printers  
820 S Northpoint Blvd  
Waukegan, IL 60085

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

PA Hutchison Company  
400 Pen Ave  
Mayfield, PA 18433

Indiana Printing  
899 Water St  
Indiana, PA 15701

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

Data Reproduction Corporation  
4545 Glenmeade Lane  
Auburn Hills, MI 48326

Topweb  
5450 N Northwest Highway  
Chicago, IL 60630

EP Graphics  
169 Jefferson St  
Berne, IN 46711

Envision3  
225 Madsen Dr  
Bloomington, IL 60108

Cenveo  
101 Workman Court  
Eureka, MO 63025

TRITON COLLEGE  
DISTRICT #504

SCHEDULE B45.06  
VOLUME XLV  
December 20, 2022

Reel Replacements – Building T

3 firms submitted bids for the Reel Replacements – Building T project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Tuesday, November 22, 2022, 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 John McGarry, Purchasing, Jessica Potempa, Arcon Associates, Inc., and representatives from Edwin Anderson Construction Company, Construction, Inc., and Blue Reef Construction.

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

COMPANY

NET COST

Edwin Anderson Construction Company  
252 James Street  
Bensenville, IL 60106

\$147,850.00

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	02-70900501-580400005
A/C Name	Construction Building Remodeling > 50k
Budget	\$ 1,664,000.00
Prev. Expend.	\$ 460,652.80
Schedule	\$ 147,800.00
Balance	\$ 1,055,547.20

## Memorandum

November 29, 2022

To: Sean Sullivan  
V.P. Business Services

From: John Lambrecht  
Associate Vice President, Facilities



RE: Reel Replacements – Building T



Operations & Maintenance

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Triton College received 3 bids from vendors for the Reel Replacements – Building T project.

The lowest, qualified bidder was Edwin Anderson Construction Company at their Base Bid plus Alternate 1 amount of \$147,850.00.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to be awarded to Edwin Anderson Construction Company at their Base Bid plus Alternate 1 amount of \$147,850.00.

I support this recommendation and agree that the bid should be awarded to Edwin Anderson Construction Company at their Base Bid plus Alternate 1 amount of \$147,850.00.

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

John



November 28, 2022

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

RE: **BID RECOMMENDATION  
REEL REPLACEMENTS – BUILDING T  
TRITON COLLEGE  
PROJECT NO. 22106**

Dear Mr. Lambrecht:

On Tuesday, November 22, 2022 at 2:00 P.M. three (3) sealed bids were publicly opened and read for the Reel Replacements at Building T project. The low qualified bidder was Edwin Anderson Construction Company, in the Base Bid and Alternate No. 1 amount of \$147,850. The Base Bid includes the project contingency amount.

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

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College, award the contract for the Reel Replacements at Building T project to the low qualified bidder, Edwin Anderson Construction Company, in the Base Bid and Alternate No. 1 amount of \$147,850.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,  
ARCON Associates, Inc.

A handwritten signature in black ink, appearing to read "Gaspare Pitrelo", written in a cursive style.

Gaspare P. Pitrelo, ALA  
Principal

attachments

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

Project: REEL REPLACEMENTS - BUILDING T  
Owner: Triton College  
Project No.: 22106  
Bid Date/Time: Tuesday, November 22, 2022 @ 2:00 P.M.



	CONTRACTOR	BASE BID + 10% CONTINGENCY	ALTERNATE NO. 1: NEW POWER REEL WORK	UNIT PRICE NO. 1: REMOVE & REPLACE ONE (1) POWER CORD REEL	UNIT PRICE NO. 2: FURNISH & INSTALL ONE (1) POWER CORD REEL	UNIT PRICE NO. 3: REMOVE & REPLACE ONE (1) LIGHT CORD REEL	UNIT PRICE NO. 4: FURNISH & INSTALL ONE (1) LIGHT CORD REEL	UNIT PRICE NO. 5: REMOVE & REPLACE ONE (1) AIR HOSE REEL
1	Blue Reef Construction	\$196,900.00	\$36,700.00	\$1,900.00	\$2,300.00	\$1,700.00	\$2,100.00	\$2,250.00
2	Construciton, Inc.	\$138,000.00	\$21,000.00	\$2,500.00	\$2,000.00	\$4,500.00	\$4,000.00	\$1,900.00
3	Edwin Anderson	\$109,450.00	\$38,400.00	\$1,850.00	\$2,000.00	\$1,600.00	\$1,850.00	\$1,675.00
4								
5								
6								
7								
8								
9								