



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, May 21, 2019**

- I. CALL TO ORDER** May 21, 2019 at 6:30 p.m.
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LV**  
Minutes of the Regular Board Meeting of April 16, 2019, No. 13  
Minutes of the Organizational Meeting of April 23, 2019, No. 14
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
  - A. Action Exhibits
    - 16268 Budget Transfers
    - 16269 Resolution Authorizing Public Hearing on Proposed FY 2020 Budget
    - 16270 Certificate of Final Completion and Authorization of Final Payment for the Bookstore Ceiling Replacement Project
    - 16271 Certificate of Final Completion and Authorization of Final Payment for the R Building Fitness Center Project
    - 16272 Waiver of Facility Rental Fee for Maywood-Bellwood Chamber of Commerce

- 16273 ICOPS Part-Time Police Contract
- 16274 Disposal of Obsolete Computer Equipment
- 16275 Agreement with Total Traffic and Weather Network
- 16276 Agreement with Illinois Convenience and Safety
- 16277 Agreement with iHeart Media
- 16278 Agreement with WKQX (Cumulus Media)
- 16279 Agreement with Interstate Outdoor Advertising
- 16280 Agreement with Comcast Spotlight
- 16281 Agreement with Pandora Radio
- 16282 Agreement with Univision Communications Inc.
- 16283 Agreement with Hanover Research
- 16284 2019 Federal Transit Administration Certifications & Assurances
- 16285 Agreement with Athletico Management, LLC
- 16286 Transfer of Equipment to the Oak Park Public Library
- 16287 Fees for Proficiency Credits
- 16288 Library Book Purchases from Amazon.com
- 16289 Library Membership & Database Purchases through CARLI
- 16290 Library Membership and Database Purchases through NILRC
- 16291 Library Periodical Subscription Service through EBSCO
- 16292 College Curriculum Recommendations – May 2019

B. Purchasing Schedules

C. Bills and Invoices

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

E. Human Resources Report

Administrative Contract Increases

3.3.01 – Derrell Carter, Associate Vice President of Communications & Institutional Advancement

3.3.02 – Paul Jensen, Associate Vice President of Academic Innovation & Workforce Education

3.3.03 – Jodi Koslow Martin, Vice President of Enrollment Management & Student Affairs

Administrative Offer Position and Contract

3.5.01 – Janine Franklin, Director of Admissions

**XIV. COMMUNICATIONS – INFORMATION**

A. Human Resources Information Materials

B. Informational Material

**XV. ADJOURNMENT**

## **AGREEMENT**

This Agreement is made and entered into this 21st day of May 2019 in River Grove, Illinois by and between the Board of Trustees of Community College District #504, Triton College, (hereinafter referred to as the "Board") and Derrell Carter as Administrator (hereinafter referred to as "Administrator").

**WHEREAS**, the Board is desirous of obtaining the services of an Associate Vice President of Communications and Institutional Advancement and hiring Derrell Carter as an employee of Triton College to fill said position;

**WHEREAS**, Derrell Carter is desirous of providing said services to the Board and to be employed by Triton College in said capacity;

**NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, it is agreed by the Board and Derrell Carter as follows:**

1. The Board shall employ the Administrator commencing from July 1, 2019 and ending June 30, 2020 and said Administrator shall be compensated at the annual basic salary rate of \$153,000 payable in installments.
2. The Administrator has represented to the Board that he fully meets the qualifications to hold the position of Associate Vice President of Communications and Institutional Advancement as prescribed by the Board and, where applicable, the statutes of the State of Illinois. It is understood by the parties that all explicit and all implicit representations made by the Administrator regarding his qualifications and credentials to hold said position have been relied upon by the Board in the formation of this Agreement and is a material basis for the formation of the Agreement.
3. During the term of this Agreement, the Administrator agrees to faithfully

perform and discharge all services and duties as may be assigned the Administrator and the Administrator agrees to comply with all rules, regulations and practices of the College in the performance of said services and duties.

4. The Administrator agrees to perform all assigned services and duties to the satisfaction of the President of the College and the Board. The Administrator acknowledges and agrees that the Board may make reassignments of position as specified in the Administrative Policy Manual within the Board's sole and exclusive discretion.

5. This Agreement is subject to all matters set forth in the College's Administrative Policy Manual, and the terms and provisions of such manual in effect from time to time are incorporated by reference as though specifically set forth herein. The Board specifically reserves the right to amend the Administrative Policy Manual at any time according to its sole and exclusive discretion and all such amendments, if any, shall govern this Agreement.

6. This Agreement is for the personal services of Derrell Carter and may not be assigned, in whole or in part, by either party, without the prior written approval of the other party.

7. This Agreement shall be governed by, and construed in accordance with the laws of the State of Illinois.

8. All notices required or permitted to be sent hereunder are to be in writing, as proved in the Administrative Policy Manual. Notices shall be sent to the following addresses:

**A. Notices to the Board**

Secretary  
Board of Trustees of Community College  
District 504 (Triton College)  
2000 Fifth Avenue  
River Grove, Illinois 60171

**B Notices to Derrell Carter:**

[REDACTED]

The addresses set forth herein may be changed by the parties from time to time by sending written notice of such changes to other party.

**IN WITNESS WHEREOF, the parties executed the foregoing Agreement on the date first set out above.**

Administrator

Board of Trustees of Community College  
District No. 504 (Triton College),  
County of Cook and State of Illinois

\_\_\_\_\_

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

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

## **AGREEMENT**

This Agreement is made and entered into this 21st day of May 2019 in River Grove, Illinois by and between the Board of Trustees of Community College District #504, Triton College, (hereinafter referred to as the "Board") and Paul Jensen as Administrator (hereinafter referred to as "Administrator").

**WHEREAS**, the Board is desirous of obtaining the services of an Associate Vice President of Academic Innovation and Workforce Education and hiring Paul Jensen as an employee of Triton College to fill said position;

**WHEREAS**, Paul Jensen is desirous of providing said services to the Board and to be employed by Triton College in said capacity;

**NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, it is agreed by the Board and Paul Jensen as follows:**

1. The Board shall employ the Administrator commencing from May 27, 2019 and ending June 30, 2020. Effective July 1, 2019 said Administrator shall be compensated at the annual basic salary rate of \$147,900 payable in installments.

2. The Administrator has represented to the Board that he fully meets the qualifications to hold the position of Associate Vice President of Academic Innovation and Workforce Education as prescribed by the Board and, where applicable, the statutes of the State of Illinois. It is understood by the parties that all explicit and all implicit representations made by the Administrator regarding his qualifications and credentials to hold said position have been relied upon by the Board in the formation of this Agreement and is a material basis for the formation of the Agreement.

3 During the term of this Agreement, the Administrator agrees to faithfully

perform and discharge all services and duties as may be assigned the Administrator and the Administrator agrees to comply with all rules, regulations and practices of the College in the performance of said services and duties.

4. The Administrator agrees to perform all assigned services and duties to the satisfaction of the President of the College and the Board. The Administrator acknowledges and agrees that the Board may make reassignments of position as specified in the Administrative Policy Manual within the Board's sole and exclusive discretion.

5. This Agreement is subject to all matters set forth in the College's Administrative Policy Manual, and the terms and provisions of such manual in effect from time to time are incorporated by reference as though specifically set forth herein. The Board specifically reserves the right to amend the Administrative Policy Manual at any time according to its sole and exclusive discretion and all such amendments, if any, shall govern this Agreement.

6. This Agreement is for the personal services of Paul Jensen and may not be assigned, in whole or in part, by either party, without the prior written approval of the other party.

7. This Agreement shall be governed by, and construed in accordance with the laws of the State of Illinois.

8. All notices required or permitted to be sent hereunder are to be in writing, as proved in the Administrative Policy Manual. Notices shall be sent to the following addresses:

**A. Notices to the Board**

Secretary  
Board of Trustees of Community College  
District 504 (Triton College)  
2000 Fifth Avenue  
River Grove, Illinois 60171

**B Notices to Paul Jensen:**

[REDACTED]

The addresses set forth herein may be changed by the parties from time to time by sending written notice of such changes to other party.

**IN WITNESS WHEREOF, the parties executed the foregoing Agreement on the date first set out above.**

Administrator

Board of Trustees of Community College  
District No. 504 (Triton College),  
County of Cook and State of Illinois

\_\_\_\_\_

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

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



**EMPLOYMENT CONTRACT WITH JODI KOSLOW MARTIN**

**THIS AGREEMENT**, entered into as of the 21st day of May, 2019 by and between the Board of Trustees, Community College District N. 504, County of Cook and State of Illinois (Triton College), a body politic and corporate, hereinafter referred to as the "Board" and Jodi Koslow Martin hereinafter referred to as Jodi Koslow Martin.

**WITNESSETH:**

Whereas, the Board desires to employ Jodi Koslow Martin as Vice President of Enrollment Management and Student Affairs and Jodi Koslow Martin desires to be employed by the Board in such capacity.

**NOW, THEREFORE IN CONSIDERATION OF THE PREMISES AND THE MUTUAL COVENANTS AND AGREEMENTS HEREIN SET FORTH**, it is agreed by and between the Board and Jodi Koslow Martin as follows:

1. The term of the Agreement is from July 1, 2019 to June 30, 2020 both dates inclusive, unless sooner terminated as provided herein.

2. In full compensation for her services, the Board will, during the term of this Agreement, pay to Jodi Koslow Martin for the fiscal years specified in this contract, an annual basic salary and stipend computed at the rate of:

A. BASIC ANNUAL SALARY: \$175,440 (One hundred seventy-five thousand four hundred forty and 00/100 dollars) from July 1, 2019 through June 30, 2020 inclusive. Payable in bi-weekly installments and subject to annual review and in no instance shall there be a decrease in salary.

Salary payment shall be subject to withholding and other applicable taxes.

3. The Board shall pay Jodi Koslow Martin's required employee State Universities Retirement System (SURS) Contribution under such Act. Said contributions shall be deemed employer contributions pursuant to the Internal Revenue Code.

4. The Board shall provide automobile expenses not to exceed \$550 per month during the term of this Agreement.

5. The Board shall pay expenses for the leasing and usage of a cell phone at the rate of \$150.00 per month during the term of this agreement.

6. In addition to the above, Jodi Koslow Martin shall be entitled to all benefits provided by the Board for other administrators employed by the Board as detailed in the Administrative Policy Manual.

7. During the term of this Agreement, Jodi Koslow Martin is to serve as Vice President and will perform such other duties as may be assigned to her from time to time by the Board. Jodi Koslow Martin hereby agrees to faithfully perform and discharge all duties as assigned and directed, to the satisfaction of the President of the College and the Board; and does further agree to abide by all rules, regulations and practices of the College.

8. Jodi Koslow Martin will devote her entire time, attention and energies to her employment during the term of the Agreement, and will not engage in any other business activity, whether for compensation or otherwise. Notwithstanding the provisions of the preceding sentence, however, Jodi Koslow Martin may engage in such extra-curricular consulting (including accreditation services) activities for compensation or not, that are reasonably related to her employment as Vice President.

9. This Agreement is for a fixed term unless notice of offer to extend or renew this Agreement is tendered by the Board of Trustees to Jodi Koslow Martin.

10. This Agreement is for the personal service of Jodi Koslow Martin and may not be assigned, in whole or in part, by either party, without the prior written approval of the other party. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement, and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written. No amendment to this Agreement is effective unless it is set forth in writing, signed by both parties

and attached hereto. This Agreement is to be construed in accordance with the laws of the State of Illinois.

11. All notices required or permitted to be sent hereunder are to be in writing, and shall be considered provided when delivered in person or when the same shall be deposited in the United States Mail and sent by registered or certified mail, with return receipt requested, and proper postage affixed thereto, as follows:

A. NOTICES TO THE BOARD

Secretary  
Board of Trustees of Community College  
District No. 504 (Triton College)  
2000 Fifth Avenue  
River Grove, Illinois 60171

B. Jodi Koslow Martin

[REDACTED]

The addresses set forth herein may be changed by the parties from time to time by sending written notice of such changes to the other party.

17. This Agreement and any extension hereof is subject to Board Policy as set forth in the Administrative Policy Manual. This agreement incorporates the terms and provisions of the Administrative Policy Manual in effect at the time the contract is entered into by the Parties. All subsequent amendments and revisions shall be incorporated as though fully set forth herein as they are approved by the Board and shall be effective upon approval by the Board.

All administrative contract renewals are subject to Board policy as set forth in the Administrative Policy Manual and all contract renewals shall incorporate the terms and provisions of the Administrative Policy Manual and all revisions to it that are in effect at the time of renewal. All subsequent amendments and revisions of the Administrative Policy Manual that occur during the term of any administrative contract, including those renewed, shall be effective

upon approval by the Board of Trustees.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

BOARD OF TRUSTEES, COMMUNITY  
COLLEGE DISTRICT NO. 504,  
COUNTY OF COOK AND STATE OF  
ILLINOIS  
(TRITON COLLEGE)

\_\_\_\_\_  
Jodi Koslow Martin

BY \_\_\_\_\_  
CHAIRMAN

## **AGREEMENT (Probationary)**

This Probationary Employment Agreement is made and entered into this 21st day of May, 2019 in River Grove, Illinois by and between the Board of Trustees of Community College District #504, commonly known as Triton College, (hereinafter referred to as the "Board") and Janine Franklin (hereinafter referred to as "Administrator").

**WHEREAS**, the Board is desirous of obtaining the services of a Director of Admissions; and

**WHEREAS**, it is the recommendation of the Triton College Administration that the Board offer such position to Janine Franklin;

**WHEREAS**, Janine Franklin is desirous of providing said services to the Board as a Director of Admissions;

**NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, it is agreed by the Board and Administrator follows:**

1. The Board shall employ the Administrator commencing from June 10, 2019 and ending December 9, 2019.
2. The Board shall compensate Administrator bi-weekly installments, based upon an annual base salary of \$95,000.
3. The Administrator has represented to the Board that she fully meets the qualifications to hold the position of Director of Admissions; as prescribed by the Board and, where applicable, the statutes of the State of Illinois. It is understood by the parties that all explicit and all implicit representations made by the Administrator regarding her qualifications and credentials to hold said position have been relied upon by the Board in

the formation of this Agreement and that such representations of qualifications are a material basis for the formation of the Agreement.

4. During the term of this Agreement, the Administrator agrees to faithfully perform and discharge all services and duties as may be assigned to the Administrator and the Administrator agrees to comply with all rules, regulations and practices of the Board and Triton College in the performance of said services and duties.

5. The Administrator agrees to perform all assigned services and duties to the satisfaction of the President of the College. The Administrator acknowledges and agrees that the President of the College may reassign job responsibilities as specified in the Administrative Policy Manual, within the President's sole and exclusive discretion.

6. Initial employment under this Agreement is subject to an initial probationary period of up to one-hundred eighty (180) calendar days, commencing on June 10, 2019. Administrator shall be evaluated after the completion of sixty (60), one-hundred twenty (120) and one-hundred eighty (180) days of employment. After the completion of one-hundred eighty (180) calendar days, and contingent upon satisfactory evaluations the Administrator will be recommended to the Board for permanent appointment to the position.

7. Upon written notice to the Administrator, the President may extend the probationary period for an additional sixty (60) calendar days. In the event of an extension of the probationary period, the Board shall approve an additional probationary employment agreement. Until such time as the Board approves a non-probationary employment agreement, Administrator will not be considered to have completed the initial probationary

employment period.

8. In the event that any Administrator's evaluations include an unsatisfactory rating, the President shall recommend immediate termination of employment to the Board at the next regularly scheduled meeting of the Board of Trustees. Administrator understands and agrees that employment may be terminated at any time during this probationary employment agreement.

9. This Agreement is subject to all matters set forth in the College's Administrative Policy Manual the ("Manual"). The terms and provisions of the Manual, as such Manual may be amended in the Board's sole discretion from time to time, are incorporated by reference herein.

10. This Agreement is for the personal services of Administrator and may not be assigned, in whole or in part, by either party, without the prior written approval of the other party.

11. This Agreement shall be governed by, and construed in accordance with the laws of the State of Illinois. All disputes shall be governed by the Circuit Court of Cook County.

12. During this period of employment, Administrator will not engage in any consulting activities without written authorization and under the terms and conditions as set forth in the Manual.

13. All notices required or permitted to be sent hereunder shall be in writing and in the manner as set forth within. Notices shall be sent to the following addresses:

**A. Notices to the Board**

Secretary  
Board of Trustees of Community College  
District 504 (Triton College)  
2000 Fifth Avenue  
River Grove, Illinois 60171

**B. Notices to Janine Franklin**

[REDACTED]

The addresses set forth herein may be changed by the parties from time to time by sending written notice of such changes to other party.

**IN WITNESS WHEREOF, the parties executed the foregoing Agreement on the date first set out above.**

Administrator

Board of Trustees of Community College  
District No. 504 (Triton College),  
County of Cook and State of Illinois

\_\_\_\_\_

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

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