



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, September 24, 2019

- I. CALL TO ORDER** September 24, 2019 at 6:30 p.m.
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LVI**
Minutes of the Regular Board Meeting of August 27, 2019, No. 3
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
 - A. Board Policy – Second Reading
 - Governance
1166 Board Evaluation
 - Business Services
3515 Employee Technology Reimbursement
 - B. Action Exhibits
 - 16347 Approval of FY 2019 Audit
 - 16348 Certification of Chargeback Reimbursement, Fiscal Year 2020
 - 16349 Adoption of FY 2020 Budget

- 16350 FY 2020 Student Activities Budget and Expenditures
- 16351 Disposal of Obsolete Equipment
- 16352 Pitney Bowes Services Agreement
- 16353 Course Fee Change for CHM 140 & 141
- 16354 Course Fee Change for RHT 101 & 102
- 16355 Dominican University Housing Agreement – Confirmation of Board Poll
- 16356 Achieving the Dream Agreement
- 16357 Facility Rental Fee Waiver: Township of Proviso

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

Increase/Administrative Contract Approval*

3.3.01 Christina Skasa, Director of Grants & Pre-Award Operations

3.3.02 Derek Salinas-Lazarski, Associate Dean of Arts & Sciences

Offer Position/Administrative Contract Approval*

3.4.01 Belkis Torres-Capeles, Dean of Continuing Education

3.4.02 Andrea Bangura, Dean of Students

3.4.03 Colleen Rockafellow, Executive Director of Business Operations

3.4.04 Denise Jones, Dean of Retention & Student Engagement

XIV. COMMUNICATIONS – INFORMATION

A. Human Resources Information Materials

B. Informational Material

XV. ADJOURNMENT

*Contracts are posted on the Triton College Board of Trustees Website under Meeting Schedule (<https://www.triton.edu/about/administration/board-of-trustees/>) and in the A Building 2nd and 3rd floor lobbies.

AGREEMENT

This Agreement is made and entered into this 24th day of September 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 Christina Skasa as Administrator (hereinafter referred to as "Administrator").

WHEREAS, the Board is desirous of obtaining the services of a Director of Grants and Pre-Award Operations and hiring Christina Skasa as an employee of Triton College to fill said position;

WHEREAS, Christina Skasa 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 Christina Skasa as follows:

1. The Board shall employ the Administrator commencing from September 30, 2019 and ending June 30, 2020 and said Administrator shall be compensated at the annual basic salary rate of \$91,800 payable in installments.

2. The Administrator has represented to the Board that she fully meets the qualifications to hold the position of Director of Grants and Pre-Award Operations 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 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 Christina Skasa 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 Christina Skasa:

[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 (Probationary)

This Probationary Employment Agreement is made and entered into this 24th day of September, 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 Belkis Torres-Capales (hereinafter referred to as "Administrator").

WHEREAS, the Board is desirous of obtaining the services of a Dean of Continuing Education and

WHEREAS, it is the recommendation of the Triton College Administration that the Board offer such position to Belkis Torres-Capales;

WHEREAS, Belkis Torres-Capales is desirous of providing said services to the Board as a Dean of Continuing Education.

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 September 30, 2019 and ending March 29, 2020.
2. The Board shall compensate Administrator bi-weekly installments, based upon an annual base salary of \$115,000.
3. The Administrator has represented to the Board that she fully meets the qualifications to hold the position of Dean of Continuing 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

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 September 30, 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 by the President, 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 Belkis Torres-Capeles:

[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 24th day of September 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 Derek Salinas-Lazarski as Administrator (hereinafter referred to as "Administrator").

WHEREAS, the Board is desirous of obtaining the services of an Associate Dean, Arts and Sciences and hiring Derek Salinas-Lazarski as an employee of Triton College to fill said position;

WHEREAS, Derek Salinas-Lazarski 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 Derek Salinas-Lazarski as follows:

1. The Board shall employ the Administrator commencing from September 30, 2019 and ending June 30, 2020 and said Administrator shall be compensated at the annual basic salary rate of \$91,800 payable in installments.
2. The Administrator has represented to the Board that he fully meets the qualifications to hold the position of Associate Dean, Arts and Sciences 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 Derek Salinas-Lazarski 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 Derek Salinas-Lazarski:

[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 (Probationary)

This Probationary Employment Agreement is made and entered into this 24th day of September, 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 Andrea Bangura (hereinafter referred to as "Administrator").

WHEREAS, the Board is desirous of obtaining the services of a Dean of Students and

WHEREAS, it is the recommendation of the Triton College Administration that the Board offer such position to Andrea Bangura;

WHEREAS, Andrea Bangura is desirous of providing said services to the Board as a Dean of Students.

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 October 14, 2019 and ending April 13, 2020.
2. The Board shall compensate Administrator bi-weekly installments, based upon an annual base salary of \$110,000.
3. The Administrator has represented to the Board that she fully meets the qualifications to hold the position of Dean of Students 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 October 14, 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 by the President, 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 Andrea Bangura:

[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 (Probationary)

This Probationary Employment Agreement is made and entered into this 24th day of September, 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 Denise Jones (hereinafter referred to as "Administrator").

WHEREAS, the Board is desirous of obtaining the services of a Dean of Retention and Student Engagement and

WHEREAS, it is the recommendation of the Triton College Administration that the Board offer such position to Denise Jones;

WHEREAS, Denise Jones is desirous of providing said services to the Board as a Dean of Retention and Student Engagement.

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 October 14, 2019 and ending April 13, 2020.
2. The Board shall compensate Administrator bi-weekly installments, based upon an annual base salary of \$110,000.
3. The Administrator has represented to the Board that she fully meets the qualifications to hold the position of Dean of Retention and Student Engagement 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 October 14, 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 by the President, 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 Denise Jones:

[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 24th day of September 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 Colleen Rockafellow a Administrator (hereinafter referred to as "Administrator").

WHEREAS, the Board is desirous of obtaining the services of an Executive Director of Business Operations and hiring Colleen Rockafellow as an employee of Triton College to fill said position;

WHEREAS, Colleen Rockafellow 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 Colleen Rockafellow as follows:

1. The Board shall employ the Administrator commencing from September 30, 2019 and ending June 30, 2020 and said Administrator shall be compensated at the annual basic salary rate of \$90,000 payable in installments.
2. The Administrator has represented to the Board that she fully meets the qualifications to hold the position of Executive Director of Business Operations 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 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 Colleen Rockafellow 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 Colleen Rockafellow:

[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: _____