



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, November 19, 2019**

- I. CALL TO ORDER** November 19, 2019 at 6:35 p.m.  
or immediately following the Committee of the Whole
- II. ROLL CALL** Boardroom – A-300
- III. APPROVAL OF BOARD MINUTES – VOLUME LVI**  
[Minutes of the Regular Board Meeting of October 15, 2019, No. 5](#)
- IV. COMMENTS ON THIS AGENDA**
- V. CITIZEN PARTICIPATION**
- VI. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VII. STUDENT SENATE REPORT**
- VIII. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- IX. ADMINISTRATIVE REPORT**
- X. PRESIDENT’S REPORT**
- XI. CHAIRMAN’S REPORT**
- XII. NEW BUSINESS**
  - A. Action Exhibits
    - [16365 Budget Transfers](#)
    - [16366 Certificate of Final Completion and Authorization of Final Payment for A-Building Entrance Canopy Project](#)
    - [16367 Certificate of Final Completion and Authorization of Final Payment for A-Building Toilet Room Renovations](#)
    - [16368 Certificate of Final Completion and Authorization of Final Payment for Gymnasium Painting Project, R-Building](#)
    - [16369 Certificate of Final Completion and Authorization of Final Payment for Chemical Storage Room Renovation, D-Building](#)

- [16370 Certificate of Final Completion and Authorization of Final Payment for Pavement Repair, H-Building](#)
- [16371 Certificate of Final Completion and Authorization of Final Payment for Roof Top Unit Work Project](#)
- [16372 Facility Rental Fee Waiver: Riveredge Hospital](#)
- [16373 Purchase of Apple Equipment with CDW-G](#)
- [16374 2020 Blue Cross Blue Shield HMO Premium Rates](#)
- [16375 2020 Blue Cross Blue Shield PPO Premium Rates](#)
- [16376 2020 Delta Dental PPO Premium Rates](#)
- [16377 2020 Voluntary Delta Dental Premium Rates](#)
- [16378 Employee Health Insurance Co-Premiums](#)
- [16379 Addendum to Master Affiliation Agreement with Northshore University HealthSystem](#)
- [16380 College Curriculum Committee Recommendations, October 2019](#)
- [16381 College Curriculum Committee Recommendations, November 2019](#)
- [16382 Notice and Unilateral Implementation of the Triton College LBFO of November 1, 2019 for Mid-Managers – Confirmation of Board Poll](#)

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](#)

Offer Position/Administrative Contract Approval\*

3.5.01 Katie Rullo, Assistant Dean of Continuing Education

**XIII. COMMUNICATIONS – INFORMATION**

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

**XIV. 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 2<sup>nd</sup> and 3<sup>rd</sup> floor lobbies.

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:48 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Mr. Steven Page, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Rich Regan, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Luke Casson, Mr. Glover Johnson.

**APPROVAL OF BOARD MINUTES**

Ms. Peluso made a motion, seconded by Ms. Viverito, to approve the minutes of the Regular Board Meeting of September 24, 2019. Voice vote carried the motion unanimously.

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

Kay Frey from Franklin Park addressed the Board regarding Mid-Managers. She noted that Mid-Managers continue to negotiate for a fair, respectful contract and on October 11 provided nine possible meeting dates. She announced that managers took a vote about going out to strike if necessary, with 80% voting yes, and urged that dates be set up and negotiations continue in good faith. Chairman Stephens replied that dates will be set and the college will focus on serving our students. He thanked everyone for their attendance.

**REPORTS/ANNOUNCEMENTS – Employee Groups**

Classified Association President Renee Swanberg reported that Classified stand by Mid-Managers.

Adjunct Faculty Association President Bill Justiz reported that Adjuncts are looking forward to the Foundation President's Reception in November.

**STUDENT SENATE REPORT**

Mr. Page reported that Men's and Women's Soccer teams had "pink out" games last week in support of Breast Cancer Awareness Month with funds raised given to the Metropolitan Breast Cancer Task Force. The Women's Softball team also wears pink jerseys in October to raise awareness. Mr. Page continued that the annual Halloween Fall Fest will be held on October 31 in the Student Center cafeteria with a live DJ and contests to encourage student involvement.

**BOARD COMMITTEE REPORTS**

Academic Affairs/Student Affairs

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

Finance/Maintenance & Operations

Ms. Peluso reported that the committee met on October 2, reviewed four new business items, and forwarded all items to the Board with a recommendation for approval.

**ADMINISTRATIVE REPORT**

None.

**PRESIDENT'S REPORT**

President Mary-Rita Moore introduced two new administrators: Dr. Belkis Torres-Capeles, Dean of Continuing Education, and Andrea Bangura, Dean of Students.

President Moore noted that for the next few days the college will focus on the Guided Pathways initiative with our coaches visiting and working with various groups on campus. Guided Pathways is a structured framework to redesign the student experience at Triton.

**CHAIRMAN'S REPORT**

Chairman Mark Stephens welcomed Dean Torres-Capeles and Dean Bangura to Triton College.

Mr. Stephens addressed Ms. Frey's comments regarding Mid-Management contract negotiations, stating that the administration has an obligation to negotiate in good faith. He asked Vice President of Business Services Sean Sullivan to explain the situation of meeting scheduling. Mr. Sullivan commented that three sessions were held with a mediator, as insisted upon by the managers, with movement made on both sides. Now managers want to abandon mediation, and since the nine possible meeting dates were provided to administration on Friday, October 11, his office has been working with the mediator and counsel to schedule. The mediator has indicated that proceeding in mediation may be ineffective if both parties are not willing. Therefore, Mr. Sullivan's office is working only with counsel to schedule meetings, and expects dates to be set by tomorrow.

Chairman Stephens stated that this Board and Administration has always stood behind and stood up for employees, citing the Bond Issue in 2016 when the Board decided to roll the parking lot projects already completed into the issue. This enabled putting \$11 million into the operating funds to avoid mass layoffs experienced by other community colleges during the State budget impasse.

Mr. Stephens concluded that Triton College supports its employees, but exists for the students and the district taxpayers, and will continue to serve the students. He again encouraged attendance at Board meetings to see and hear what is going on at the institution.

**NEW BUSINESS**

**ACTION EXHIBITS**

With leave of the Board, Mr. Stephens asked for the Action Exhibits to be taken as a group, including:

- 16358 Budget Transfers**
- 16359 Addendum to Cooperative Agreement with Amita Saint Francis Hospital**
- 16360 Affiliation Agreement with Gottlieb Memorial Hospital**
- 16361 Change of Course Fee for MAT 085 iLaunch Sections**
- 16362 College Curriculum Committee Recommendations**
- 16363 Negotiated Agreement with Triton College Classified Association 2019-2023**
- 16364 Negotiated Agreement with Triton College Stationary Engineers Local 399, 2019-2025**

Ms. Peluso made a motion to approve the Action Exhibits, seconded by Ms. Viverito.

In response to a question about the Course Fee for MAT 085, Vice President of Academic Affairs Dr. Susan Campos explained that this will allow for students to have materials for class starting on day one, increasing their success. The agreement also allows for a reduced price of the material for the student. Mr. Stephens mentioned the iLaunch Lab video shown at last month's Board meeting that highlights how much this helps our students advance through developmental math courses. He emphasized the importance of sharing this information with the high schools in our district.

Voice vote carried the motion unanimously.

#### **BILLS AND INVOICES**

Ms. Peluso made a motion, seconded by Mr. Regan, to pay the Bills and Invoices in the amount of \$1,146,078.28.

Roll Call Vote:

Affirmative: Mr. Page, Ms. Peluso, Mrs. Potter, Mr. Regan, Ms. Viverito,  
Mr. Stephens.  
Absent: Mr. Casson, Mr. Johnson.

Motion carried 5-0 with the Student Trustee voting yes.

#### **CLOSED SESSION**

Ms. Viverito made a motion to go into 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, seconded by Mrs. Potter.

Roll Call Vote:

Affirmative: Mr. Page, Ms. Peluso, Mrs. Potter, Mr. Regan, Ms. Viverito,  
Mr. Stephens.  
Absent: Mr. Casson, Mr. Johnson.

Motion carried 5-0 with the Student Trustee voting yes. The Board went into Closed Session at 7:06 p.m.

## **RETURN TO OPEN SESSION**

Ms. Peluso made a motion to return to Open Session, seconded by Mrs. Potter.

Roll Call Vote:

Affirmative: Mr. Page, Ms. Peluso, Mrs. Potter, Mr. Regan, Ms. Viverito,  
Mr. Stephens.

Absent: Mr. Johnson, Mr. Casson.

Motion carried 5-0 with the Student Trustee voting yes. The Board returned to Open Session at 7:55 p.m.

## **HUMAN RESOURCES REPORT**

### **1.0 Faculty**

Ms. Viverito made a motion, seconded by Ms. Peluso, 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. Regan, to approve pages 2 and 3 of the Human Resources Report, items 2.3.01 through 2.8.01. Voice vote carried the motion unanimously.

### **3.0 Administration**

Ms. Viverito made a motion, seconded by Mr. Regan, to approve page 4 of the Human Resources Report, items 3.2.01 through 3.3.01. Voice vote carried the motion unanimously.

### **4.0 Classified, Police & Engineers**

Ms. Viverito made a motion, seconded by Mr. Regan, to approve pages 5 through 7 of the Human Resources Report, items 4.1.01 through 4.8.01. Voice vote carried the motion unanimously.

### **5.0 Mid-Management**

Mrs. Potter made a motion, seconded by Mr. Page, to approve pages 8 and 9 of the Human Resources Report, items 5.1.01 through 5.3.01. Voice vote carried the motion unanimously.

### **6.0 Hourly Employees**

Mr. Regan made a motion, seconded by Mrs. Potter, to approve pages 10 and 11 of the Human Resources Report, items 6.1.01 through 6.3.01. Voice vote carried the motion unanimously.

### **7.0 Other**

Mrs. Potter made a motion, seconded by Ms. Peluso, to approve pages 12 through 14 of the Human Resources Report, items 7.1.01 through 7.7.01. Voice vote carried the motion unanimously.

**ADJOURNMENT**

There being no further business before the Board, the Chairman asked for a motion to adjourn. Motion was made by Ms. Peluso to adjourn the meeting, seconded by Mrs. Potter. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:59 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Diane Viverito  
Board Secretary

*Susan Page*  
Susan Page, Recording Secretary

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16365

**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.

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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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**Diane Viverito**  
**Secretary**

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**Date**

Related forms requiring Board signature: Yes ☐ No ☒



**PROPOSED BUDGET TRANSFERS - FY 2020  
FOR THE PERIOD 10/1/19 to 10/31/19**

FROM		
ID#	AREA	ACCT #
<b>EDUCATION FUND</b>		
1	Art	01-10100505-550200010
2	Behavioral Science	01-10102010-550100005
3	Economics	01-10102015-550200010
4	Philosophy	01-10102030-550200010
5	Psychology	01-10102040-550200010
6	Library	01-20100510-540600005
7	Counseling	01-30200515-550200010
8	AVP Academic Affairs	01-80100515-580600005
9	AVP Academic Affairs	01-80100515-580600005
10	AVP Academic Affairs	01-80100515-580600005
11	AVP Academic Affairs	01-80100515-580600005
12	Sr. Exec Public Affairs	01-80100535-550100005
13	Network Services	01-80400520-540901005

TO		
AREA	ACCT #	AMOUNT
Art	01-10100505-540600010	\$ 1,000.00
Behavioral Science	01-10102010-530900010	100.00
Social Science	01-10102045-540600010	1,000.00
Philosophy	01-10102030-540600010	1,500.00
Psychology	01-10102040-540600010	1,000.00
Library	01-20100510-550100005	75.00
Counseling	01-30200515-540600010	2,300.00
Auto Technology	01-10300515-540100210	4,600.00
Auto Technology	01-10300515-540900505	4,000.00
AVP Academic Affairs	01-80100515-540901005	2,900.00
VP Academic Affairs	01-80100560-530900010	10,000.00
Sr. Exec Public Affairs	01-80100535-540900505	7,000.00
Network Services	01-80400520-580500010	23,000.00

**TOTAL EDUCATION FUND** \$ 58,475.00

FROM		
ID#	AREA	ACCT #
<b>AUXILIARY FUND</b>		
14	Men's Basketball	05-60401015-580500005
15	Men's Basketball	05-60401015-590200000
16	Collins Center Pool	05-60900510-530400010

TO		
AREA	ACCT #	AMOUNT
Men's Basketball	05-60401015-540900505	\$ 3,000.00
Men's Basketball	05-60401015-540900505	700.00
Collins Center Pool	05-60900510-540900505	3,230.00

**TOTAL AUXILIARY FUND** \$ 6,930.00

FROM		
ID#	AREA	ACCT #
<b>RESTRICTED FUND</b>		
17	WIA 1A 10/18-09/19	06-40205007-590900088
18	DofL IMA IAAC ICATT	06-40205009-580600005

TO		
AREA	ACCT #	AMOUNT
WIA 1A 10/18-09/19	06-40205007-540900515	\$ 920.00
DofL IMA IAAC ICATT	06-40205009-540900505	28,273.29

**TOTAL RESTRICTED FUND** \$ 29,193.29

**PROPOSED BUDGET TRANSFERS - FY 2020  
FOR THE PERIOD 10/1/19 to 10/31/19**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>TRUST &amp; AGENCY FUND</b>					
19	Fifth Ave. Journal	10-30600510-530900010	Fifth Ave. Journal	10-30600510-540901005	\$ 2,500.00
			<b>TOTAL TRUST &amp; AGENCY FUND</b>		<b>\$ 2,500.00</b>
			<b>TOTAL PROPOSED BUDGET TRANSFERS</b>		<b>\$ 97,098.29</b>

**Budget Transfer Form**Dollar Amount \$1000.00

		<b>Object Code Description</b>
<b>From what Budget Account</b>	01 - 10100505 - 550200010	Prof Dev Travel in State
<b>To what Budget Account</b>	01 - 10100505 - 540600010	Prof Dev Publications and Dues

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

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
No in state travel planned for FY20

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

Faculty member wishes to subscribe to professional journals, join professional organization, or other purposes covered by Professional Development Publications and Dues monies.

**Required Signatures****Requestor**

DocuSigned by:  
Dennis McNamara 9/25/2019  
41E8FED42760418...

**Cost Center Manager**

DocuSigned by:  
Dennis McNamara 9/25/2019  
41E8FED42760418...

**Associate Dean (If Applicable)**

DocuSigned by:  
Ricardo Serna 10/1/2019  
D0E99BEDB7BE4CC...

**Dean (If Applicable)**

DocuSigned by:  
Kevin Li 10/1/2019  
4E537E295044400...

**Associate Vice President**

DocuSigned by:  
Susan Campos 10/1/2019  
FC3A451F8041495...

**Area Vice President**

DocuSigned by:  
Susan Campos 10/1/2019  
FC3A451F8041495...

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: eVP of Business Services: 10/2/19Entered by: B4666 DS 10/2/19

**Budget Transfer Form**Dollar Amount \$100

From what Budget Account 01 10102010 550100005 Object Code Description Behavioral Science : Meeting Expense

To what Budget Account 01 10102010 530900010 Behavioral Science : 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:**

The budgeted funds are required for this fiscal year, they are just allocated in the incorrect budget line. We have invited a speaker to campus and we need the funds in the "Other Contractual Services" line in order to issue a payment to the speaker.

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

The Behavioral Science Department currently does not have a budget line call "Other Contractual Activities," and thus there are no funds in the receiving account. We need to create the receiving account and include funds in order to issue payment to a speaker who is scheduled to give a lecture on campus.

**Required Signatures****Requestor**

DocuSigned by:  
Danielle Manni 9/26/2019

**Cost Center Manager**

DocuSigned by:  
[Signature] 9/26/2019

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

DocuSigned by:  
Paul Jensen 9/27/2019

**Area Vice President**

DocuSigned by:  
Susan Marie Campos 10/8/2019

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: \_\_\_\_\_

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

Entered by: B4674 DS 10/14/19

**Budget Transfer Form**

Dollar Amount

\$1,000

Object Code Description

From what Budget Account

01 10102015 550200010

Economics PD Travel In-state

To what Budget Account

01 10102045 540600010

Social Science PD Publications and Dues

Is this a Grant?

Yes ( ) No (X)

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

Grant Accountant?

Include Attachments: Yes ( ) No (X)

**Rationale:**

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

Economics full-time faculty is on leave and the funds are not needed. Transferring funds will not affect overall PD funds for the department.

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

The funds are needed to cover publication and membership renewals waiting for requisitions to be submitted.

**Required Signatures**

Requestor

DocuSigned by:

Bill Dicker

10/4/2019

Cost Center Manager

DocuSigned by:

Bill Dicker

10/4/2019

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:

Paul Jensen

10/4/2019

Associate Vice President

DocuSigned by:

Paul Jensen

10/7/2019

Area Vice President

DocuSigned by:

Susan Campos

10/11/2019

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: \_\_\_\_\_

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

Entered by:

B4675 DS 10/15/19

**Budget Transfer Form**

Dollar Amount

\$1500

Object Code Description

From what Budget Account

01 10102030 550200010

Philosophy : Prof Dev-Travel-In State

To what Budget Account

01 10102030 540600010

Philosophy: Prof Dev Publications and Dues

Is this a Grant?

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

Grant Accountant?

Include Attachments: Yes ☐ No ☒**Rationale:**

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

Budgeted funds are required this year to pay for philosophy faculty professional publications and dues and therefore need to be transferred to the "Philosophy: Prof Dev Publications and Dues" line.

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

The "Philosophy: Prof Dev Publications and Dues" line needs to be created for the Behavioral Sciences department to pay for philosophy faculty professional publications and dues.

**Required Signatures**

Requestor

DocuSigned by:  
Daniele Manni 10/3/2019  
2B0DE8124555467...

Cost Center Manager

DocuSigned by:  
Kevin Li 10/3/2019  
4E537E29504440B...

Associate Dean (If Applicable)

DocuSigned by:  
Derek Salinas-Lazarski 10/8/2019  
9131BC3C3DDF415...

Dean (If Applicable)

Associate Vice President

DocuSigned by:  
Paul Jensen 10/10/2019  
815C000001074DE...

Area Vice President

DocuSigned by:  
Susan Marie Campos 10/11/2019  
FC3A451F8041495...**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: \_\_\_\_\_

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

Entered by: B4679 DS 10/15/19

**Budget Transfer Form**

Dollar Amount

\$1000

From what Budget Account

01 10102040 550200010

Object Code Description

Psychology : Prof Dev-Travel-In State

To what Budget Account

01 10102040 540600010

Psychology: Prof Dev Publications and Dues

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

Grant Accountant?

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

Budgeted funds are required this year to pay for psychology faculty professional publications and dues and therefore need to be transferred to the "Psychology: Prof Dev Publications and Dues" line.

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

The "Psychology: Prof Dev Publications and Dues" line needs to be created for the Behavioral Sciences department to pay for philosophy faculty professional publications and dues.

**Required Signatures****Requestor**DocuSigned by:  
Danielle Manni 10/3/2019  
2B00E8124555467...**Cost Center Manager**DocuSigned by:  
Kevin Li 10/3/2019  
4E537E2B5044406...**Associate Dean (If Applicable)**DocuSigned by:  
Derek Salinas-Lazariski 10/10/2019  
8131B03C3DDF415...**Dean (If Applicable)****Associate Vice President**DocuSigned by:  
Paul Jensen 10/10/2019  
815C066B197A0E...**Area Vice President**DocuSigned by:  
Susan Marie Campos 10/11/2019  
FC3A451F8641495...**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: \_\_\_\_\_

VP of Business Services: [Signature] 10/10/19Entered by: B4678 DS 10/15/19

**Budget Transfer Form**Dollar Amount \$75

From what Budget Account 01 20100510 540600005 Object Code Description Library: Publication & Dues

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:**

The Publication & Dues budget line has additional funds available for FY20, given planned subscriptions and memberships.

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

Additional funds for Meeting Expense in the amount of \$75 are needed for the balance of the fiscal year to cover registration fees for Library staff to present at state-wide industry meetings.

**Required Signatures****Requestor**

DocuSigned by:  
Hilary Meyer 9/19/2019

**Cost Center Manager**

DocuSigned by:  
Robert Connor 9/25/2019

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

DocuSigned by:  
Jessica Rubalcaba 9/25/2019

**Area Vice President**

DocuSigned by:  
Jodi Koslow Martin 9/30/2019

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: VP of Business Services:  10/1/19Entered by: B96560519/1/19



**Budget Transfer Form**

Dollar Amount

\$2300.00

Object Code Description

From what Budget Account

01 - 30200515 - 550200010

Counseling : Prof Dev-Travel-In State

To what Budget Account

01 - 30200515 - 540600010

Prof Dev-Publications &amp; Dues

Is this a Grant?

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

Grant Accountant?

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

All professional development money was allocated to Prof Dev-Travel-In State to be distributed to the different accounts.

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

The funds are needed for the Counseling Faculty to purchase books.

**Required Signatures****Requestor**

DocuSigned by:

Sandra M. Barnhill

10/18/2019

**Cost Center Manager**

DocuSigned by:

Sandra M. Barnhill

10/18/2019

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

DocuSigned by:

Jodi E. Koslow Martin

10/18/2019

**Area Vice President**

DocuSigned by:

Jodi E. Koslow Martin

10/18/2019

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: \_\_\_\_\_

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

Entered by:

B4685 DS 10/22/19

**Budget Transfer Form**

Dollar Amount

\$4600

Object Code Description

From what Budget Account

01 - 80100515 - 580600005

AVPAA Equipment: Instructional &gt;\$5000

To what Budget Account

01 - 10300515 - 540100210

AUT Instructional Supplies

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

Grant Accountant?

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

Quotes for some instructional equipment came in under \$5000 requiring funds to be transferred to other object codes.

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

Funds are needed to purchase tool sets for high school dual credit cohorts in the Automotive Engine Repair Certificate program. Initiative comes out of the AVP office so funds are being transferred to AUT to cover the purchase.

**Required Signatures**

Requestor

DocuSigned by:

Paul Jensen

9/25/2019

815C000B1074DE...

DocuSigned by:

Cost Center Manager

Paul Jensen

9/25/2019

815C000B1074DE...

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

Jodi Koslow Martin

9/25/2019

7770B0A54EAE4FC...

DocuSigned by:

Area Vice President

Susan Campos

9/25/2019

FC3A451F8041495...

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: GAVP of Business Services: SA 9/30/19Entered by: B 4653DS 9/30/19

**Budget Transfer Form**Dollar Amount \$4000

From what Budget Account

01 - 80100515 - 580600005

Object Code Description

AVPAA Equipment: Instructional &gt;\$5000

To what Budget Account

01 - 10300515 - 540900505

AUT Other Materials and Supplies

Is this a Grant?

Yes ☐ No ☒

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

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

Grant Accountant?

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

Quotes for some instructional equipment came in under \$5000 requiring funds to be transferred to other object codes.

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

Funds are needed to purchase tool chests to hold tool sets for high school dual credit cohorts in the Automotive Engine Repair Certificate program. Initiative comes out of the AVP office so funds are being transferred to AUT to cover the purchase.

**Required Signatures****Requestor**

DocuSigned by:

Paul Jensen

9/25/2019

815C006B1974DE

DocuSigned by:

**Cost Center Manager**

Paul Jensen

9/25/2019

815C006B1974DE

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

DocuSigned by:

Jodi Koslow Martin

10/1/2019

7F70B8B8BAE8FC

DocuSigned by:

**Area Vice President**

Susan Campos

10/1/2019

FC3A451F6041495

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: \_\_\_\_\_

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

Entered by: B4664 DS 10/2/19

**Budget Transfer Form**Dollar Amount ~~\$2500X~~ \$2900

From what Budget Account 01 80100515 580600005 AVPAA Equipment: Instructional >5K

To what Budget Account 01 80100515 540901005 AVPAA Computer Equipment <5K

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:

A purchase expected this year will be deferred until FY21 allowing funds to be available for this transfer.

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

There was a recent price increase for VR units being purchased for Health Careers and CIS and the budgeted funds are short approximately ~~\$2500X~~ \$2900

**Required Signatures****Requestor**

DocuSigned by:  
Paul Jensen 9/25/2019

**Cost Center Manager**

DocuSigned by:  
Paul Jensen 9/25/2019

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

DocuSigned by:  
Jodi Koslow Martin 10/1/2019

**Area Vice President**

DocuSigned by:  
Susan Campos 10/1/2019

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: QVP of Business Services: [Signature] 10/2/19Entered by: B4665 DS 10/2/19

**Budget Transfer Form**Dollar Amount \$10000

		<b>Object Code Description</b>
<b>From what Budget Account</b>	01 <u>80100515</u> <u>580600005</u>	<u>Equipment-Instructional&gt;5K</u>

<b>To what Budget Account</b>	01 <u>80100560</u> <u>530900010</u>	<u>Other Contractual Services</u>
-------------------------------	-------------------------------------	-----------------------------------

Is this a Grant?  
Yes ☐ No ☒

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

Grant Accountant?

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

The "equipment-instructional >5k budget line" has over \$90k available and it estimated that only \$70k will be utilized for the remainder of the fiscal year.

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

There are not enough funds to support academic initiatives (Guided Pathways, Assessment, etc.) and the YouVisit subscription fee. These funds will be utilized to pay the annual virtual subscription service through July 31st 2020.

**Required Signatures****Requestor**

DocuSigned by:  
Granna McDonald 9/30/2019

**Cost Center Manager**

DocuSigned by:  
Paul Jensen 9/30/2019

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

DocuSigned by:  
Paul Jensen 9/30/2019

**Area Vice President**

DocuSigned by:  
Susan Campos 9/30/2019

**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: VP of Business Services:  10/1/19Entered by: B4659 05 10/1/19

**Budget Transfer Form****Dollar Amount**

\$7,000.00

**From what Budget Account**

01 - 80100535 - 550100005

**Object Code Description**

Meeting Expense

**To what Budget Account**

01 - 80100535 - 540900505

Other Materials &amp; Supplies

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

Grant Accountant?

Include Attachments: Yes ( ) No (X)

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

The Meeting Expense account has sufficient funds available to cover all scheduled meeting expenses through the remainder of fiscal year 2020.

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

The Other Materials &amp; Supplies account requires funds to cover purchase of equipment needed for recording and live streaming events.

**Required Signatures****Requestor**DocuSigned by:  
Sandra Hernandez 10/1/2019**Cost Center Manager**DocuSigned by:  
Purna Kushi 10/2/2019**Associate Dean (If Applicable)****Dean (If Applicable)****Associate Vice President**DocuSigned by:  
Derrill Carter 10/10/2019**Area Vice President**DocuSigned by:  
Sean Sullivan 10/14/2019**BUSINESS OFFICE APPROVALS****Grant Accountant:** \_\_\_\_\_**Asst. Director of Finance** \_\_\_\_\_**Exec. Director of Finance:** \_\_\_\_\_**AVP of Finance:** \_\_\_\_\_**VP of Business Services:** \_\_\_\_\_ 10/22/19

Entered by: B4684 DS 10/22/19

Budget Transfer FormDollar Amount \$23,000.00

## Object Code Description

From what Budget Account 01 - 80400520 - 540901005 Computer Equipment <5KTo what Budget Account 01 - 80400520 - 580500010 Computer Equipment >5KIs 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:

All FY20 funds were allocated to Computer &lt;5k to be distributed throughout the Fiscal Year for different projects.

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

Network services needs to purchase hardware that is more than 5k.

Required Signatures

Requestor

Declassified by: Marina Chavez 9/26/2019

Cost Center Manager

Declassified by: Michael Garrity 9/26/2019

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Declassified by: Michael Garrity 9/26/2019

Area Vice President

Declassified by: Sean Sullivan 9/26/2019

## BUSINESS OFFICE APPROVALS

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

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

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

AVP of Finance: GMPVP of Business Services: [Signature] 9/26/19Entered by: B4655 DS10/1/19

**Budget Transfer Form**

Dollar Amount

\$3000

From what Budget Account

05 60401015 580500005

Object Code Description

Men's Basketball : Equipment - office &gt;5K

To what Budget Account

05 60401015 540900505

Men's Basketball : Other Materials &amp; Supplies

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

Grant Accountant?

Include Attachments: Yes ( ) No (X)

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

There is no equipment greater than 5k needed to be purchased this Fiscal Year.

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

Funds are needed to purchase Men's Basketball team equipment.

**Required Signatures****Requestor**DocuSigned by:  
Dimitri Ioakanikas 9/27/2019**Cost Center Manager**DocuSigned by:  
Harry McGinnis 9/27/2019**Associate Dean (If Applicable)****Dean (If Applicable)****Associate Vice President**DocuSigned by:  
Garrick Abeytuan 9/27/2019**Area Vice President**DocuSigned by:  
Sean Sullivan 10/9/2019**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: \_\_\_\_\_

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

Entered by: 84673 DS 10/14/19



**Budget Transfer Form****Dollar Amount**

\$700.00

**From what Budget Account**

05 60401015 590200000

**Object Code Description**

Student Grants and Scholarships

**To what Budget Account**

05 60401015 540900505

Men's Basketball Other Materials

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:**

Student athlete tuition waivers have been distributed for the semester and there are funds remaining in this account.

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

More funds are needed in other materials and supplies to upgrade our current gym scoreboard to accommodate the new NCAA shot clock rule.

**Required Signatures****Requestor**

DocuSigned by:

Harry McGinnis

10/29/2019

D4FD00029D78411...

**Cost Center Manager**

DocuSigned by:

Harry McGinnis

10/29/2019

D4FD00029D78411...

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

DocuSigned by:

Garrick Abzugian

10/29/2019

1BES20AC701045U...

**Area Vice President**

DocuSigned by:

Sean Sullivan

10/29/2019

84220251EC7AA1...

**BUSINESS OFFICE APPROVALS****Grant Accountant:****Asst. Director of Finance****Exec. Director of Finance:****AVP of Finance:****VP of Business Services:**

Entered by:

B4694 DS 10/30/19

**Budget Transfer Form**

Dollar Amount

\$3230

Object Code Description

From what Budget Account

05 60900510 530400010

Collins Center Pool : Maintenance Services

To what Budget Account

05 60900510 540900505

Collins Center Pool : 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:

Equipment repair has already occurred for one scrubber, and this purchase will replace the other scrubber.

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

The new scrubber costs \$4915. There is \$1688 in Other Materials &amp; Supplies. The \$3230 would be what is additionally required to purchase the scrubber.

**Required Signatures**

Requestor

DocuSigned by:  
Dimitri Ioakanikas 10/15/2019

Cost Center Manager

DocuSigned by:  
Julianne Murphy 10/15/2019

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:  
Kevin Li 10/15/2019

Associate Vice President

DocuSigned by:  
Paul Jensen 10/15/2019

Area Vice President

DocuSigned by:  
Susan Campos 10/15/2019**BUSINESS OFFICE APPROVALS**

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

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

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

AVP of Finance: \_\_\_\_\_

VP of Business Services: \_\_\_\_\_ 10/22/19

Entered by: B4683 DS 10/22/19

Budget Transfer Form

Dollar Amount

\$920

Object Code Description

From what Budget Account

06 40205007 590900088

Indirect Cost Expense

To what Budget Account

06 40205007 540900515

Materials and supplies for Students

Is this a Grant?

Yes (X) 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? Elizabeth Zydron

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:

Less money is needed for indirect cost than originally expected.

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

This transfer is approved by the grant agency and is an allowable transfer based on the guidelines of the WIOA grant.

Additional money is needed to cover materials and supplies for students

Required Signatures

Requestor

Designated by:

Will White

9/18/2019

Cost Center Manager

Designated by:

Will White

9/23/2019

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Designated by:

Paul Jensen

9/23/2019

Area Vice President

Designated by:

Susan Chaffee

9/23/2019

BUSINESS OFFICE APPROVALS

Grant Accountant:

E Zydron 9/27/19

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by: B47652 DS 9/30/19

Budget Transfer Form

Dollar Amount

\$28,273.29

Object Code Description

From what Budget Account

06 40205009 580600005

DofL IMA IAAC ICATT : Equipment - Instructional

To what Budget Account

06 40205009 540900505

DofL IMA IAAC ICATT : Other Materials &amp; Supplies

Is this a Grant?

Yes (X) 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?

Robert Mungerson

Include Attachments: Yes ( ) No (X)

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

Funds from Equipment &gt;5k to be moved over to Other Materials and Supplies because all equipment purchases have been made. We have other needs for the labs being funded by this grant.

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

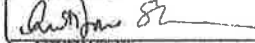
Additional funds are needed in the Other Materials and Supplies to purchase welding tables and welding wire.

This type of budget transfer is allowable under our DOL ICATT grant agreement.

Required Signatures

Requestor

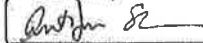
DocuSigned by:



10/2/2019

Cost Center Manager

DocuSigned by:

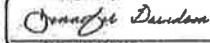


10/2/2019

Associate Dean (If Applicable)

Dean (If Applicable)

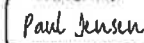
DocuSigned by:



10/17/2019

Associate Vice President

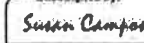
DocuSigned by:



10/17/2019

Area Vice President

DocuSigned by:



10/21/2019

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by:

B4682 DS 10/25/19

**Budget Transfer Form****Dollar Amount**

\$2500

**Object Code Description****From what Budget Account**

10 30600510 530900010

Other Contractual Services

**To what Budget Account**

10 30600510 540901005

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:**

There is no need for Other Contractual Services for the Fifth Ave Journal this Fiscal Year.

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

Fifth Ave Journal needs to purchase a new computer and printer for the department.

**Required Signatures****Requestor**

DocuSigned by:

Kene Wright

10/22/2019

**Cost Center Manager**DocuSigned by:  
Ric Segovia

10/24/2019

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

DocuSigned by:

Kevin Li

10/24/2019

**Associate Vice President**DocuSigned by:  
Paul Jensen

10/24/2019

**Area Vice President**DocuSigned by:  
Susan Campos

10/24/2019

**BUSINESS OFFICE APPROVALS****Grant Accountant:****Asst. Director of Finance****Exec. Director of Finance:****AVP of Finance:****VP of Business Services:****Entered by:**

B4690 DS 10/28/19

**TRITON COLLEGE, District 504**

**Board of Trustees**

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16366

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF FINAL PAYMENT FOR A-BUILDING ENTRANCE CANOPY PROJECT**

**RECOMMENDATION:** That the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$9,191.30 for the A Building Entrance Canopy Project. The total project cost was \$61,298.

**RATIONALE:** Operations and Maintenance has reviewed the Certificate of Final Completion, Final Waiver of Lien, and Final Payment Application. Original contract amount was \$61,369; total project cost was \$61,298. The project came in under budget by \$71.

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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

---

**Diane Viverito**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐

# Certificate of Final Acceptance

**Project:**

Entrance Canopy  
Building A  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171

**Architect:**

ARCON Associates

**Contractor:**

Happ Builders, Inc.  
28 LeBaron Street  
Waukegan, IL 60085

**Contract Date:** 9/14/2018

**Date of Issuance:** 7/17/2019

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

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

## SIGNATURES

<b>Contractor</b>	Happ Builders, Inc.	By <u>Rod Fox</u>	Date <u>10/23/19</u>
<b>Architect</b>	ARCON Associates, Inc.	By <u>Gaspare Pitrelo</u> Gaspare Pitrelo	Date <u>7/17/19</u>
<b>Owner</b>	Triton College	By <u>John Lambrecht</u> John Lambrecht	Date <u>10-29-19</u>
<b>Owner</b>	Triton College	By _____ Mark R. Stephens Board Chairman	Date _____

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16367

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF  
FINAL PAYMENT FOR A-BUILDING TOILET ROOM RENOVATIONS**

**RECOMMENDATION:** That the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$3,910 for the A Building Toilet Room Renovations. The total project cost was \$318,091.

**RATIONALE:** Operations and Maintenance has reviewed the Certificate of Final Completion, Final Waiver of Lien, and Final Payment Application. Original contract amount was \$346,500; total project cost was \$318,091. The project came in under budget by \$28,409.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐



# Certificate of Final Acceptance

**Project:**

Toilet Room Renovations  
Building A  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171

**Architect:**

ARCON Associates

**Contractor:**

Happ Builders, Inc.  
28 LeBaron Street  
Waukegan, IL 60085

**Contract Date:** 1/14/2019

**Date of Issuance:** 6/17/2019

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

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

## SIGNATURES

<b>Contractor</b>	Happ Builders, Inc.	By <u>Rod Fox</u>	Date <u>10/23/19</u>
<b>Architect</b>	ARCON Associates, Inc.	By <u>Gaspere Pitre</u> Gaspere Pitre	Date <u>7/17/19</u>
<b>Owner</b>	Triton College	By <u>John Lambrecht</u> John Lambrecht	Date <u>10-28-19</u>
<b>Owner</b>	Triton College	By _____ Mark R. Stephens Board Chairman	Date _____

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16368

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF  
FINAL PAYMENT FOR GYMNASIUM PAINTING, R-BUILDING**

**RECOMMENDATION:** That the Board of Trustees approve the Certificate of Final  
Completion and Final Payment Application of \$6,495 for the Gymnasium Painting Building R  
Project. The total project cost was \$35,970.

**RATIONALE:** Operations and Maintenance has reviewed the Certificate of Final Completion,  
Final Waiver of Lien, and Final Payment Application. Original contract amount was \$42,075;  
total project cost was \$35,970. The project came in under budget by \$6,105.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐

## Certificate of Final Acceptance

**Project:**  
Gymnasium Painting  
Building R  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171

**Architect:** ARCON Associates

**Contractor:**  
Cosgrove Construction, Inc.  
20654 Amherst Court  
Joliet, IL 60433


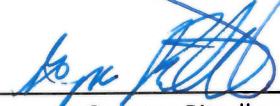

**Contract Date:** 3/28/2019

**Date of Issuance:** 6/17/2019

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

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

### SIGNATURES

<b>Contractor</b>	Cosgrove Construction, Inc.	By 	Date <u>6-17-19</u>
<b>Architect</b>	ARCON Associates, Inc.	By  Gaspere Pitrello	Date <u>10.15.19</u>
<b>Owner</b>	Triton College	By  John Lambrecht	Date <u>10.29.19</u>
<b>Owner</b>	Triton College	By _____ Mark R. Stephens Board Chairman	Date _____

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16369

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF  
FINAL PAYMENT FOR CHEMICAL STORAGE ROOM RENOVATION,  
D-BUILDING**

**RECOMMENDATION:** That the Board of Trustees approve the Certificate of Final  
Completion and Final Payment Application of \$9,238.94 for the Chemical Storage Room  
Renovation Building D. The total project cost was \$82,499.21.

**RATIONALE:** Operations and Maintenance has reviewed the Certificate of Final Completion,  
Final Waiver of Lien, and Final Payment Application. Original contract amount was \$82,500;  
total project cost was \$82,499.21. The project came in under budget by \$0.79.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐

## Certificate of Final Acceptance

**Project:**

Chemical Storage Room Renovations  
Building D  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171

**Architect:** ARCON Associates**Contractor:**

Edwin Anderson Construction Company  
252 James Street  
Bensenville, Illinois 60171

**Contract Date:** 4/5/2019**Date of Issuance:** 10/23/2019**Project or designated portion shall include:** Entire Project.

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

### SIGNATURES

**Contractor**

Edwin Anderson

Construction Company

By

  
Brian Thompson

Date

10/23/2019**Architect**

ARCON Associates, Inc.

By

  
Gaspare Pitrello

Date

10/23/2019**Owner**

Triton College

By

  
John Lambrecht

Date

10-29-19**Owner**

Triton College

By

  
Mark R. Stephens  
Board Chairman

Date

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16370

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF  
FINAL PAYMENT FOR PAVEMENT REPAIR, H-BUILDING**

**RECOMMENDATION:** That the Board of Trustees approve the Certificate of Final  
Completion and Final Payment Application of \$94,276 for the Pavement Repair at Building H.  
The total project cost was \$94,276.

**RATIONALE:** Operations and Maintenance has reviewed the Certificate of Final Completion,  
Final Waiver of Lien, and Final Payment Application. Original contract amount was \$108,280;  
total project cost was \$94,276. The project came in under budget by \$14,004.

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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

---

**Diane Viverito**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐

## Certificate of Final Acceptance

**Project:**

Pavement Repair at  
Building H  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171

**Architect:** ARCON Associates**Contractor:**

M&J Asphalt Paving Co., Inc.  
3124 South 60<sup>th</sup> Court  
Cicero, IL 60804

**Contract Date:** 6/24/2019**Date of Issuance:** 10/15/2019**Project or designated portion shall include:** Entire Project.

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

### SIGNATURES

**Contractor** M&J Asphalt and  
Paving Co., Inc.

By 

Date 10.16.19

**Architect** ARCON Associates, Inc. By

  
Gaspare Pitrello

Date 10.15.19

**Owner** Triton College

By   
John Lambrecht

Date 10-28-19

**Owner** Triton College

By \_\_\_\_\_  
Mark R. Stephens  
Board Chairman

Date \_\_\_\_\_

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16371

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF  
FINAL PAYMENT FOR ROOF TOP UNIT WORK PROJECT**

**RECOMMENDATION:** That the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$3,442.50 for the RTU-6 VAV (Variable Air Volume) Work Project. The total project cost was \$68,850.

**RATIONALE:** Operations and Maintenance has reviewed the Certificate of Final Completion, Final Waiver of Lien, and Final Payment Application. Original contract amount was \$83,985; total project cost was \$68,850. The project came in under budget by \$15,135.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐



## Certificate of Final Acceptance

**Project:**  
RTU-6 VAV Work  
Building B  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171

**Architect:** ARCON Associates

**Contractor:**  
Amber Mechanical Contractors, Inc.  
11950 S. Central Avenue  
Alsip, IL 60803



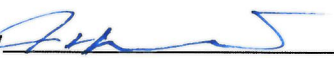
**Contract Date:** 5/1/2019

**Date of Issuance:** 7/17/2018

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

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

### SIGNATURES

<b>Contractor</b>	Amber Mechanical Contractors, Inc	By 	Date <u>07/23/19</u>
<b>Architect</b>	ARCON Associates, Inc.	By  Gaspare Pitrello	Date <u>7/17/19</u>
<b>Owner</b>	Triton College	By  John Lambrecht	Date <u>10-29-19</u>
<b>Owner</b>	Triton College	By _____ Mark R. Stephens Board Chairman	Date _____

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16372

**SUBJECT: FACILITY FEE WAIVER: RIVEREDGE HOSPITAL**

**RECOMMENDATION:** That the Board of Trustees approve the use of and waive the room usage fee for five (5) Triton College breakout rooms (in R-Building) and the Performing Arts Center on Friday, March 20, 2020, from 8:00 am to 4:00 pm, to host a conference on suicide prevention by Riveredge Hospital, in collaboration with the Illinois Suicide Prevention Alliance, the Chicago Chapter of the American Foundation for Suicide Prevention, and the Loyola University Medical Center (College of Nursing). The value of the facility waiver is \$7,200 (room rental fee) as per the Triton College Facilities rental Policy. Riveredge Hospital will be responsible for the cost of Triton personnel (approximately \$1,000).

**RATIONALE:** Riveredge Hospital is one of the Triton College community partners. The conference will promote suicide prevention awareness among local communities and will bring regional sponsors to our campus. In addition, up to twelve Triton College staff members will be able to attend the conference at no cost.

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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**

---

**Diane Viverito  
Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒  
42/183

**Facilities Rental Agreement Between  
Triton College  
and  
Riveredge Hospital  
8311 W. Roosevelt  
Forest Park, IL 60130**

**Triton College agrees to allow use of its facility: Performing Arts Center**

**Event:** Conference on Suicide Prevention

**Date/Time of Event:** Friday, March 20, 2020, 8:00 am – 4:00 pm

**Expected attendance:** 200 people

**Fee/honorarium for the event:** \$7,200 (rental fee waiver requested)  
\$1,000 (approximate cost of Triton personnel;  
see attachment A for cost breakdown)

**Date of the Agreement:** October 24, 2019

**Riveredge Hospital further agrees to:**

1. Pay a non-refundable deposit of 50% of the total estimated costs at the time the reservation is made and remit the remainder of the charge 30 days prior to the event – if less than 10 business days – cash or cashier's check. Cancellation will not result in a refund of these fees and instead will reflect liquidated damages as the parties agree the real damages would be impossible to determine.
2. Provide evidence of insurance naming **Triton College, District No. 504, its affiliates, officers, directors, trustees, volunteers, employees, and students as additional insured with minimum limit of \$1,000,000 per occurrence for bodily injury and property damage, and \$2,000,000 in the aggregate.** The insurance coverage must show additional insured status to Triton College on a primary and non-contributory basis. The actual endorsement to the policy naming Triton as additional insured (or a "blanket additional insured" endorsement) must be attached to the Certificate of Insurance.
3. Familiarize itself and abide by College regulations pertaining to the area rented.
4. Hold Triton College harmless for any loss, injury or damages arising from applicant's use of the rented facilities.
5. Allow up to twelve (12) Triton College employees to attend the conference at no cost.

\_\_\_\_\_  
Sean Sullivan  
Triton College Representative

(Date)

\_\_\_\_\_  
Tandra Rutledge  
Riveredge Hospital

(Date)

## ATTACHMENT A

### Triton Personnel Cost Breakdown:

	Regular rate (per hour)	Total
Maintenance (8 hrs)	\$42.00	\$336
Technician (8 hrs)	\$35.00	\$280
Police Officer ( 7 hrs)	\$48.00	\$336
<b>Grand Total</b>		<b>\$952</b>

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16373

**SUBJECT: PURCHASE OF APPLE EQUIPMENT FROM CDW-G**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of 73 Apple iMac computers and related equipment for a total amount of \$198,949.10 from CDW-G.

**RATIONALE:** This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus as part of Triton's technology refresh cycle. Of the 73 computers, 60 will be used in the Visual Communication Program (VIC); 5 – in the Marketing Department; 5 – in the Educational Technology Resource Center (ETRC); and 3 – by teaching faculty. CDW-G is an official Apple reseller and provided the lowest of three qualified quotes.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒

# QUOTE CONFIRMATION



DEAR CHRISTOPHER HORDORWICH,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.



**ACCOUNT MANAGER NOTES:** Thanks you for the opportunity to send you a quote! Please reach out to me with any questions you may have.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KXRQ127	10/8/2019	APPLE CTO	0334944	\$198,949.10

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">BTO APPLE IM 27" RET 5K 8C 5.0 1/64</a> Mfg. Part#: Z0VT-2103988411 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	5	5783752	\$4,028.01	\$20,140.05
<a href="#">AppleCare+ extended service agreement - 3 years - carry-in</a> Mfg. Part#: S6048LL/A UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	73	4665366	\$117.00	\$8,541.00
<a href="#">BTO APPLE IM 21.5" RET 4K 6C 4.6 1TB</a> Mfg. Part#: Z0VY-2103989794 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	1	5787567	\$2,858.50	\$2,858.50
<a href="#">BTO APPLE IM 21.5" RET 4K 6C 4.6 256</a> Mfg. Part#: Z0VY-2103989793 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	67	5787569	\$2,498.65	\$167,409.55
<a href="#">Apple Magic Mouse 2 - mouse - Bluetooth</a> Mfg. Part#: MLA02LL/A UNSPSC: 43211708 Contract: IPHEC 1DGS1306 Computer Peripherals (CN-00006509)	10	3868765	\$0.00	\$0.00

PURCHASER BILLING INFO		SUBTOTAL	\$198,949.10
<b>Billing Address:</b> TRITON COLLEGE ACCTS PAYABLE 2000 5TH AVE RIVER GROVE, IL 60171-1995 <b>Phone:</b> (708) 456-0300 <b>Payment Terms:</b> NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$198,949.10
		Please remit payments to:	
DELIVER TO			

**Shipping Address:**

TRITON COLLEGE  
CHRISTOPHER HORDORWICH  
2000 5TH AVE  
RIVER GROVE, IL 60171-1995

**Phone:** (708) 456-0300

**Shipping Method:** UPS Ground (1 - 2 day)

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

## Need Assistance? CDW•G SALES CONTACT INFORMATION



Andrew Beninati

(877) 524-9359

andbeni@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16374

**SUBJECT: 2020 BLUE CROSS BLUE SHIELD HMO PREMIUM RATES**

**RECOMMENDATION:** That the Board of Trustees approve the monthly premium rates for the Blue Cross Blue Shield HMO Illinois Health Plan effective January 1, 2020. The monthly premium rate calculation is based upon a combination of claim history, stop-loss insurance rates, trend factor, and administration fees. Current premium rates are: Employee, \$792.06; Employee + 1 Dependent, \$1,526.90; Family, \$2,326.34. Calendar year 2020 monthly premiums represent a 4.9% increase and will be as follows: Employee, \$830.99; Employee + 1 Dependent, \$1,601.94; Family, \$2,440.67.

**RATIONALE:** The premium rates are the cost for each tier of the health plan and what is charged as COBRA to separated or terminated employees and dependents that were enrolled in the HMO health insurance plan. The HMO is a more affordable option, as the employee co-premium rates for the HMO are 50% that of the PPO for same tiers of coverage.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒



### HMO Premium Equivalent Rates

	<u>2019</u>	<u>2020</u>
<b>Employee</b>	\$792.06	\$830.99
<b>Employee + 1</b>	\$1,526.90	\$1,601.94
<b>Family</b>	\$2,326.34	\$2,440.67

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16375

**SUBJECT: 2020 BLUE CROSS BLUE SHIELD PPO PREMIUM RATES**

**RECOMMENDATION:** That the Board of Trustees approve the monthly premium rates for the Blue Cross Blue Shield PPO Health Plan effective January 1, 2020. The monthly premium rate calculation is based upon a combination of claim history, stop-loss insurance rates, trend factor, and administration fees. Current premium rates are: Employee, \$1,048.73; Employee + 1 Dependent, \$2,130.37; Family, \$2,847.25. Calendar year 2020 rates represent a 4.9% increase and will be as follows: Employee, \$1,100.27; Employee + 1 Dependent, \$2,235.07; Family, \$2,987.19.

**RATIONALE:** The premium rates are the cost for each tier of the health plan and what is charged as COBRA to separated or terminated employees and dependents that were enrolled in the PPO health insurance plan.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒

### **PPO Premium Equivalent Rates**

	<u><b>2019</b></u>	<u><b>2020</b></u>
<b>Employee</b>	\$1,048.73	\$1,100.27
<b>Employee + 1</b>	\$2,130.37	\$2,235.07
<b>Family</b>	\$2,847.25	\$2,987.19

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16376

**SUBJECT: 2020 DELTA DENTAL PPO PREMIUM RATES**

**RECOMMENDATION:** That the Board of Trustees approve the Delta Dental PPO monthly premium rates effective January 1, 2020. The premium rate calculation is based upon a combination of lives, claim history, and trend factor. Calendar year 2020 rates represent a 0% increase and will be as follows: Employee, \$31.40; Employee + 1 Dependent, \$62.80; Family, \$106.58

**RATIONALE:** Delta Dental has a strong reputation of providing excellent customer service and processes claims in a timely manner for those employees enrolled in the PPO. Delta also provides wider network discounts than other insurers, which saves money both for the college and the members.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒

### Dental PPO Premium Equivalent Rates

	<u>2019</u>	<u>2020</u>
Employee	\$31.40	\$31.40
Employee + 1	\$62.80	\$62.80
Family	\$106.58	\$106.58

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16377

**SUBJECT: 2020 VOLUNTARY DELTA DENTAL PREMIUM RATES**

**RECOMMENDATION:** That the Board of Trustees approve the Voluntary Delta Dental monthly premium rates effective January 1, 2020. The premium rate calculation is based upon a combination of lives, claim history, and trend factor. Calendar year 2020 rates represent a 0% increase and will be as follows: Employee, \$48.05; Employee + Spouse, \$95.85; Employee + Child(ren), \$95.14; Family, \$162.35

**RATIONALE:** Delta Dental has a strong reputation of providing excellent customer service and processes claims in a timely manner for those employees enrolled in the HMO. Delta also provides wider network discounts than other insurers, which saves money both for the college and the members. The voluntary dental plan is fully funded by the members and provides those employees enrolled in the HMO medical plan with an option for dental benefits.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒

### Voluntary Dental Premium Equivalent Rates

	<u>2019</u>	<u>2020</u>
<b>Employee</b>	\$48.05	\$48.05
<b>Employee + Spouse</b>	\$95.85	\$95.85
<b>Employee + Children</b>	\$95.14	\$95.14
<b>Family</b>	\$162.35	\$162.35

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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16378

**SUBJECT: EMPLOYEE HEALTH INSURANCE CO-PREMIUMS**

**RECOMMENDATION:** That the Board of Trustees approve the 2020 PPO Employee Co-Premium Rates as proposed by the College's Insurance Committee. The proposed 2020 rates, divided into three groupings, are determined by an employee's annual earnings. Employees with an annual earnings greater than \$100,000 will be as follows: Employee Only, \$180.00; Employee + 1 Dependent, \$210.00; Family \$230.00. Employees with an annual earnings between \$70,000 and \$100,000 will be as follows: Employee Only, \$160.00; Employee + 1 Dependent, \$190.00; Family, \$210.00. Employees with an annual earnings less than \$70,000 will be as follows: Employee Only, \$140.00; Employee + 1 Dependent, \$170.00, Family \$190.00.

**RATIONALE:** The Insurance Committee, composed of the various full-time employee groups of the College, has the ability to make recommendations concerning health insurance benefits. The HMO co-premium rates will continue to be 50% the cost of the PPO co-premiums to provide a more affordable option to employees.

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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**

---

**Diane Viverito**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes ☐ No ☒



## EMPLOYEE HEALTH INSURANCE CO-PREMIUMS RATES

1. Employees with an annual earnings greater than \$100,000:  
Employee Only, \$180.00;  
Employee + 1 Dependent, \$210.00;  
Family \$230.00.
2. Employees with an annual earnings between \$70,000 and \$100,000:  
Employee Only, \$160.00;  
Employee + 1 Dependent, \$190.00;  
Family, \$210.00.
3. Employees with an annual earnings less than \$70,000:  
Employee Only, \$140.00;  
Employee + 1 Dependent, \$170.00;  
Family \$190.00.

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

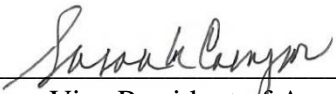
Meeting of November 19, 2019

ACTION EXHIBIT NO. 16379

**SUBJECT:** **ADDENDUM TO THE MASTER AFFILIATION AGREEMENT WITH  
NORTHSHORE UNIVERSITY HEALTHSYSTEM**

**RECOMMENDATION:** That the Board of Trustees approve an Addendum to the original Master Affiliation Agreement with Northshore University HealthSystem (dated January 1, 2017). This Addendum will become effective once both parties have signed and will run for a two-year period: August 1, 2019 – July 31, 2021. Before the end of the Agreement, either party may terminate the Agreement upon written notice of one (1) semester or five (5) months, whichever is less, to the other party, with or without cause. Students currently enrolled at that point will be permitted to complete the current clinical rotation under the terms and conditions stated herein. There is no cost to the college for this Agreement.

**RATIONALE:** This Agreement will enable students in Triton College's Surgical Technology program to participate in clinical rotations at Northshore University HealthSystem facilities. This is the standard Northshore University HealthSystem Agreement and no changes will be accepted.

**Submitted to Board by:**   
Dr. Susan Campos, Vice President of Academic Affairs

**Board Officers' Signatures Required:**

_____ <b>Mark R. Stephens</b> <b>Chairman</b>	_____ <b>Diane Viverito</b> <b>Secretary</b>	_____ <b>Date</b>
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Related forms requiring signature: Yes   X   No

PROGRAM MEMORANDUM

[ TRITON COLLEGE ] (“School”)

and

NORTHSHORE UNIVERSITY HEALTHSYSTEM (“Hospital”)

Subject to all the terms and conditions of the Master Affiliation Agreement dated, **January 1, 2017**, the contract is extended to cover the following for a two-year period: **August 1, 2019 – July 31, 2021**

PROGRAM IN SURGICAL TECHNOLOGY

1. HOSPITAL agrees to participate as a fieldwork site to enable students to obtain practical training and experience in *Surgical Technology*, and to maintain current certification by the Joint Commission on Accreditation of Hospitals.
2. SCHOOL and HOSPITAL will each designate a faculty member to coordinate and act as liaison person for the Program in *Surgical Technology*.
3. At least one semester prior to the field assignment, the determination of the number of students shall be a joint decision between SCHOOL and HOSPITAL based on staff and space available, and eligible students enrolled in the program.
4. Students will be supervised in all aspects of their fieldwork experience by a designated member of the NorthShore operating room staff.
5. The SCHOOL assumes all responsibility for individual assignments, and reviewing, evaluating and grading student performance.
6. The clinical experiences offered to students in the program in *Surgical Technology* will be evaluated on a regular basis by the SCHOOL and HOSPITAL.

This Program Memorandum will be executed biennially basis to signify continuing agreement with the educational value of the fieldwork program.

[TRITON COLLEGE]

**NORTHSHORE UNIVERSITY  
HEALTHSYSTEM**

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Mark R. Stephens  
Chairman

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**Gustav Granchalek, MBA**  
Vice President, Perioperative Services

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Date

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Date

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Diane Viverito  
Secretary

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**Dorothy Starostecki, BSN, MHN**  
Director of Perioperative Services

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Date

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Date

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

Meeting of November 19, 2019

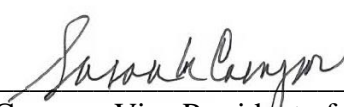
ACTION EXHIBIT NO. 16380

**SUBJECT:** COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS, OCTOBER 2019

**RECOMMENDATION:** That the Board of Trustees approve the attached College Curriculum Committee recommendation.

**RATIONALE:** This recommendation was approved by the College Curriculum Committee on October 3, 2019 and approved by the Academic Senate on October 15, 2019.

**Submitted to Board by:** \_\_\_\_\_

  
Dr. Susan Campos, Vice President of Academic Affairs

**Board Officers' Signatures Required:**

\_\_\_\_\_  
**Mark R. Stephens**  
**Chairman**

\_\_\_\_\_  
**Diane Viverito**  
**Secretary**

\_\_\_\_\_  
**Date**

Related forms requiring signature: Yes \_\_\_\_\_ No X

# MEMO

**TO:** Susan Campos  
**FROM:** Julianne Murphy  
**DATE:** Monday, October 14, 2019  
**RE:** College Curriculum Committee Item(s) from October 3, 2019  
for Academic Senate on October 15, 2019

## CCC Number Item/Description and Summary

**ANT 101 Introduction to Anthropology Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment and instructional strategies

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**ANT 102 Introduction to Biological Anthropology Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies and description

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**ANT 103 Cultural Anthropology Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment and instructional strategies

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

## CCC Number Item/Description and Summary

**ANT 105 Digging Into Archeology Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies and description

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**ANT 275 Anthropology of Religion Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies and description

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**ART 111 Ancient to Medieval Art Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies and description

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and description, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**ART 114**      **Survey of Asian Art**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment and instructional strategies

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and description, to bring in line with current course offering.

**ART 117**      **Drawing I**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment instructional strategies and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes, to bring in line with current course offering.

**ART 118**      **Drawing II**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes, to bring in line with current course offering.

**Lab Fee:**      \$0.00

**ART 125**      **Life Drawing I**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment and instructional strategies

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**ART 126**      **Life Drawing II**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment and instructional strategies

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**ART 141**      **Painting I**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision.

**ART 142**      **Painting II**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision.

**AST 100**      **Introduction to Astronomy**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment and instructional strategies

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**AST 101**      **Astronomy of the Solar System**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description and textbook

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook and description, to bring in line with current course offering.

CCC Number	Item/Description and Summary		
<b>AST 102</b>	<b>Astronomy of the Stars and Beyond</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and textbook, to bring in line with current course offering.		
<b>ACC 103</b>	<b>Basic Accounting II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.		
<b>BUS 116</b>	<b>Principles of Insurance</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.		
<b>BUS 127</b>	<b>Principles of Marketing</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>BUS 128</b>	<b>Sales Force Management</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.		
<b>BUS 129</b>	<b>Personal Finance</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.		
<b>BUS 136</b>	<b>Entrepreneurship</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes, to bring in line with current course offering.		
<b>BUS 146</b>	<b>Business Computations</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		

**CCC Number**      **Item/Description and Summary**

**BUS 150**    **Principles of Management**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment and instructional strategies  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**BUS 151**    **Small Business Management**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.

**BUS 154**    **Human Relations in Labor & Management**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook and topical learning outcomes, to bring in line with current course offering.

**BUS 275**    **Principles of Advertising**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, title to 'Advertising in a Social Media Era', textbook and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, title, textbook and topical learning outcomes, to bring in line with current course

**CCC Number**    **Item/Description and Summary**

**BUS 285**    **Project Management**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.

**BUS 289**    **Consumer Behavior**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes, to bring in line with current course offering.

**BUS 293**    **Global Business**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, title to 'Essentials of International Business', prerequisite to 'BUS 141 and BUS 140; BUS 127 or concurrent enrollment'; and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, title, prerequisite, description, textbook, and topical learning outcomes, to bring in line with current course offering.

**CMA 101**    **Introduction to Medical Assisting**    **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and textbook  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.



CCC Number	Item/Description and Summary		
<b>CMA 102</b>	<b>Medical Assistant Administrative Applications I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description and textbook, to bring in line with current course offering.		
<b>CMA 103</b>	<b>Medical Assistant Administrative Applications II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description and textbook, to bring in line with current course offering.		
<b>CMA 110</b>	<b>Medical Assistant Clinical Applications I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description and textbook, to bring in line with current course offering.		
<b>CMA 130</b>	<b>Medical Assistant Clinical Applications II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>CMA 180</b>	<b>Medical Assistant Laboratory Applications</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, to bring in line with current course offering.		
<b>CMA 200</b>	<b>Medical Assistant Practicum</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.		
<b>CMA 250</b>	<b>Certified Medical Assistant Seminar</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and textbook, to bring in line with current course offering.		

**CCC Number**      **Item/Description and Summary**

**C217E**      **Diagnostic Medical Sonography**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Curriculum

**Summary:**      delete HTH 281; revised DMS 144 (from 2 to 3 credits), DMS 210 (from 2 to 3 credits); program description change; general education from 23 to 21; total program credits from 65 to 63

**Rationale:**      Student and graduate surveys recommendation was to add a lab to DMS 210, since it is a new topic with a set list of skills that could be demonstrated in a lab. The recommendation of the Advisory Committee and survey state that more vascular skills are beneficial to graduate success and beneficial to job placement, which was all agreed that vascular is a plus to make the graduates more employable, as they would be competing with other community college graduates that already include vascular in their curriculum.  
HTH 281 is a clinical requirement, but large numbers of students have certification prior to entrance to the program, therefore it has been removed, as it is not necessary as a requirement and eliminates the petition process. If a student needs to take HTH 281, it is available at Triton College or at outside agencies.

**C317E**      **Diagnostic Medical Sonography Certificate**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Curriculum

**Summary:**      revised DMS 210 (from 2 to 3 credits); added DMS 142; program description change; program specific courses from 36 to 37; total program credits from 36 to 37

**Rationale:**      Student and graduate surveys suggested adding a lab to DMS 210, since it is a new topic with a set list of skills that could be demonstrated in a lab. The results of the Advisory Committee and survey state that more vascular skills are beneficial to graduate success and beneficial to job placement, and they all agreed that vascular is a plus to make the graduates more employable, as they would be competing with other community college graduates that already include vascular in their

**CCC Number**      **Item/Description and Summary**

**DMS 141**      **Clinical Applications II**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      credits from 2 to 1-2; clinical lab from 4 to 2-4; prerequisite to 'DMS 131, concurrent or completion of DMS 135, DMS 136; concurrent enrollment with DMS 146'; variable credits to 'Yes'; repeatable from 1 to 2 times; course description change; updated general education outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite, credit, clinical lab, variable credit, repeatability and description, to bring in line with current course offering.  
The Diagnostic Medical Sonography Certificate program (C317E, DMS.DMS.CERT) divides this clinical time between February and July. The Advisory Committee was surveyed and recommended that this was acceptable, as long as the total hours are equal and skills are unchanged. There was a need to adjust time for faculty assignment purposes, by splitting Spring 1 credit and Summer 1 credit, with 45 total clinical days consisting of 360 hours.

**DMS 142**      **Clinical Applications Certificate Extension**      **Effective Date:**      1/20/2020  
**Lab Fee:**      \$55.00

**Proposal Type:**      New Course

**Summary:**      1 credit; 1 clinical lab; prerequisite to 'DMS 141; concurrent enrollment with DMS 135 and 136'; repeatable 2 times; updated general education outcomes; course fee \$55

**Rationale:**      The general education outcomes were included to align with our institutional general education outcome revision.  
The DMS Certificate program divides this clinical time between Feb and July. There was a need to adjust time for faculty assignment purposes, by splitting Spring 1 credit and Summer 1 credit, with 45 total clinical days consisting of 360 hours.

<b>DMS 100</b>	<b>Introduction to Imaging Physics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, to bring in line with current course offering.		

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment and instructional strategies

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

CCC Number	Item/Description and Summary		
<b>DMS 121</b>	<b>Cross-Sectional Anatomy in Diagnostic Imaging</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and course description; prerequisite to 'admission to DMS program; BIS 240; concurrent enrollment with DMS 101'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and prerequisite, to bring in line with current course offering.		
<b>DMS 131</b>	<b>Clinical Applications I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and course description; prerequisite to 'concurrent enrollment with DMS 135, DMS 136 and DMS 200'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and prerequisite, to bring in line with current course offering.		
<b>DMS 136</b>	<b>Principles &amp; Procedures of Ultrasound Imagery</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies; repeatable from 0 to 1 time		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering. DMS 136 was made repeatable to allow students to attain the proper skill level for this course.		
<b>DMS 146</b>	<b>Pathology and Diagnostic Sonography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	title to 'Pathology and Diagnostic Medical Sonography'; updated general education outcomes; repeatable from 0 to 1 time		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with title, to bring in line with current course offering. DMS 146 was made repeatable to allow students to attain the proper skill level for this course.		

CCC Number	Item/Description and Summary		
<b>DMS 151</b>	<b>Clinical Applications III</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies,		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>DMS 200</b>	<b>Computerized Sonography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and description; prerequisite to 'admission into the DMS program; DMS 131 or 142, concurrent enrollment with DMS 135, DMS 136'; repeatable		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description and textbook, to bring in line with current course offering.		
<b>DMS 201</b>	<b>Sonographic Specialties</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies,		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>DMS 250</b>	<b>Peripheral Venous Imaging in Sonography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and textbook, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>DMS 252</b>	<b>Peripheral Arterial Imaging in Sonography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.		
<b>DMS 253</b>	<b>Cerebrovascular Imaging in Sonography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.		
<b>DMS 254</b>	<b>Abdominal Vascular Imaging in Sonography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.		
<b>DMS 255</b>	<b>Specialized Vascular Imaging in Sonography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>ECE 110</b>	<b>Early Child Development</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook, description and topical learning outcomes; repeatable from 2 to 0 times		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, description and topical learning outcomes (to align with IAI requirements), to bring in line with current course offering.		
<b>ECE 111</b>	<b>Introduction to Early Childhood Education</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, description and topical learning outcomes, to bring in line with current course offering.		
<b>ECE 122</b>	<b>Infant Toddler Care and Curriculum</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes; prerequisite to 'ECE 110, ECE 111, ECE 115 (all with a grade of 'C' or higher)'; course description change		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, prerequisite, textbook, and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>ECE 138</b>	<b>Observation, Assessment, Curriculum and Guidance of Young Child</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; prerequisite to 'ECE 110, ECE 111, ECE 118, ECE 142, ECE 146, ECE 153 (all with grade of 'C' or higher) and must have "clear" on DCFS licensing background check and complete		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite for better student preparation and completion, description and topical learning outcomes for clarity, to bring in line with current course offering.		
<b>ECE 142</b>	<b>Students with Disabilities in School</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook and topical learning outcomes (to reflect the IAI requirement), to bring in line with current course offering.		
<b>ECE 153</b>	<b>Guiding Children and Managing the Classrooms</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook and topical learning outcomes, to bring in line with current course offering.		
<b>ECE 233</b>	<b>Creative Activities for the Young Child</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.		
<b>ECE 250</b>	<b>Administration and Supervision of Early Child Program</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.		
<b>ECE 252</b>	<b>Seminar</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes; prerequisite to 'ECE 110, ECE 111, ECE 118, ECE 121, ECE 138, ECE 142, ECE 146, ECE 153, ECE 231, ECE 233, concurrent enrollment with ECE 251, and department chairperson approval (all with a grade of 'C' or higher)'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook and topical learning outcomes, to bring in line with current course offering.		
<b>ECE 136</b>	<b>School Age Programming</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 136 is being deleted as it is not aligned with our state entitled credentials and therefore does not benefit our students, and EDU 207, Introduction to Education, covers planning and implementing curriculum for primary and middle school aged		

CCC Number	Item/Description and Summary		
<b>ECE 150</b>	<b>Teacher Assistant/Aide Test Prep and Review</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 150 is being deleted as the specific testing and requirements have changed for Teacher Assistants and this is no longer a beneficial course for students.		
<b>ECE 151</b>	<b>Communicating with Parents and Children</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 151 is being deleted as it is not a required course in our state entitled credentials. In addition, the same content is taught in ECE 146, Child, Family, and Community.		
<b>ECE 152</b>	<b>Principles of Child Growth and Develop, Birth-5</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 152 is being deleted as it is not required in our State entitled credentials. In addition, the same content is covered in ECE 110, Early Child Development.		
<b>ECE 154</b>	<b>Activities and Resources for Young Children I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 154 is being deleted as it is not required for our State entitled credentials. In addition, the course content is covered in ECE 111, Introduction to Early Childhood Education.		
<b>ECE 155</b>	<b>Activities and Resources for Young Children II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 155 is being deleted as it is not required for our State entitled credentials. In addition, the course content is covered in ECE 111, Introduction to Early Childhood Education.		

CCC Number	Item/Description and Summary		
<b>ECE 156</b>	<b>Effective Teaching</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 156 is being deleted as it is not required for our State entitled credentials. In addition, the course content is covered in ECE 111, Introduction to Early Childhood Education.		
<b>ECE 230</b>	<b>Theory of Play</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 230 is being deleted as it is not required for our State entitled credentials. In addition, the course content is covered in ECE 110, Early Child Development and ECE 111, Introduction to Early Childhood Education.		
<b>ECE 296</b>	<b>Special Topics in Early Childhood Education</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	delete course		
<b>Rationale:</b>	ECE 296 is being deleted as it is not aligned with our State entitled credentials.		
<b>ECO 100</b>	<b>Principles of Economics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook and topical learning outcomes, to bring in line with current course offering.		





CCC Number	Item/Description and Summary		
<b>EDU 200</b>	<b>Introduction to Special Education</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.			
<b>EDU 206</b>	<b>Human Growth and Development</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.			
<b>EDU 207</b>	<b>Introduction to Education</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with more current course offering.			
<b>EDU 208</b>	<b>Introduction to the Foundations of Reading</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.			

CCC Number	Item/Description and Summary		
<b>EDU 209</b>	<b>Language Development</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes; prerequisite to 'ECE 110 or EDU 207 and EDU 208'  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite, description, textbook, and topical learning outcomes, to bring in line with current course offering.			
<b>EDU 215</b>	<b>Educational Psychology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.			
<b>FIR 101</b>	<b>National Incident Management</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies and description  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.			
<b>FIR 102</b>	<b>Basic ICS and App Towards Single Resource &amp; Initial Action Incidents</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies and description  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.			

CCC Number	Item/Description and Summary		
<b>FIR 111</b>	<b>Principles of Emergency Services</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		
<b>FIR 112</b>	<b>Fire Behavior &amp; Combustion</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes, to bring in line with current course offering.		
<b>FIR 113</b>	<b>Fire Prevention</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes, to bring in line with current course offering.		
<b>FIR 114</b>	<b>Building Construction for Fire Protection</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>FIR 115</b>	<b>Fire Protection Systems</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; prerequisite to 'None'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite (as it is a first-year course), description and topical learning outcomes, to bring in line with current course offering.		
<b>FIR 116</b>	<b>Principles of Fire &amp; Emergency Service, Safety &amp; Survival</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		
<b>FIR 121</b>	<b>Basic Firefighter Module A</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision to bring in line with current course offering.		
<b>FIR 122</b>	<b>Basic Firefighter Module B</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>FIR 123</b>	<b>Basic Firefighter Module C</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision to bring in line with current course offering.		
<b>FIR 124</b>	<b>Basic Firefighter Awareness</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>FIR 125</b>	<b>Hazardous Materials Operations</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, to bring in line with current course offering.		
<b>FIR 195</b>	<b>Fire Service Instructor I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, to bring in line with current course offering.		
<b>FIR 196</b>	<b>Fire Service Instructor II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>FIR 202</b>	<b>Fire Service Strategy &amp; Tactics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		
<b>FIR 203</b>	<b>Fire &amp; Emergency Services Administration</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes, to bring in line with current course offering.		
<b>FIR 204</b>	<b>Company Fire Officer I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision to bring in line with current course offering.		
<b>FIR 205</b>	<b>Company Fire Officer II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision to bring in line with current course offering.		
<b>FIR 206</b>	<b>Advanced Fire Officer</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>FIR 210</b>	<b>Fire Investigation I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes, to bring in line with current course offering.		
<b>FIR 218</b>	<b>Fire Investigation II</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$25.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and topical learning outcomes; lecture from 3 to 2.5; lab from 0 to 1; course fee from \$0 to \$25		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes, to bring in line with current course offering. Lab component was added at request of instructor to help student retention and success. Course fee was added to cover the cost of consumables.		
<b>FIR 221</b>	<b>Fire Protection Hydraulics &amp; Water Supply</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$50.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies; course fee from \$0 to \$50		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering. Course fee was added to FIR 221, as this course always included a lab, but no fee was previously		
<b>FIR 231</b>	<b>Hazardous Materials Chemistry</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>FIR 241</b>	<b>Legal Aspects of Emergency Services</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>FIR 251</b>	<b>Occupational Safety &amp; Health for Emergency Service</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>FIR 252</b>	<b>Incident Safety Officer</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, to bring in line with current course offering.		
<b>FIR 261</b>	<b>Fire Service Practicum</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>GEO 104</b>	<b>Contemporary World Cultures</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description and textbook, to bring in line with current course offering and prepare students to think spatially, not only with print maps, but with maps in digital format.		
<b>GEO 200</b>	<b>Physical Geography: Weather and Climate</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, description, topics and topical learning outcomes, to bring in line with current course offering.		
<b>GEO 201</b>	<b>Physical Geography: Maps &amp; Landforms</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, description, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 100</b>	<b>Culinary Mathematics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>HIA 101</b>	<b>Knife Skills</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 110</b>	<b>Introduction to Hospitality Industry</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes; title to 'Introduction to the Hospitality Industry'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, title, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 115</b>	<b>Food Sanitation and Safety</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 117</b>	<b>Beverage Management</b>	<b>Effective Date:</b> <b>Lab Fee:</b>	1/20/2020 \$50.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes; course fee increased from \$40 to \$50		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering. Course fee was increased to cover the cost of consumables.		

**CCC Number**      **Item/Description and Summary**

**HIA 119**      **Introduction to Sommelier**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 120**      **Dining Room Service**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 122**      **Introduction to Convention Management**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 123**      **Introduction to Travel and Tourism** **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes; title to 'Introduction to the Travel & Tourism World'  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, title, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number** **Item/Description and Summary**

**HIA 124**      **Laminated Doughs**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, description, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 129**      **Chocolate**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 130**      **Culinary Arts Quantity Food Preparation I**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 132**      **Nutrition**      **Effective Date:**      1/20/2020  
**Lab Fee:**

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes; course fee increased from \$0 to \$25  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards. The course fee was increased to cover the cost of consumables.

CCC Number	Item/Description and Summary		
<b>HIA 133</b>	<b>Menu Writing</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 134</b>	<b>Artisan Breads</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 150</b>	<b>Food Preparation Essentials &amp; Theory</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>HIA 202</b>	<b>Ethnic Cooking-American</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture and lab hours, and topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 205</b>	<b>Ethnic Cooking - Chinese</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture and lab hours, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 206</b>	<b>Food and Wine Paring</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.		

**CCC Number**      **Item/Description and Summary**

**HIA 207**      **Ethnic Cooking - French**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture and lab hours, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 209**      **Ethnic Cooking - Mediterranean**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture and lab hours, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 210**      **Hotel & Motel Front Office Operation**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**HIA 212**      **Ethnic Cooking - Japanese**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture and lab hours, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 213**      **Ethnic Cooking - Mexican**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture and lab hours, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 214**      **Ethnic Cooking - New Orleans**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture and lab hours, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 215**      **Housekeeping for the Hospitality Industry**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.



**CCC Number**      **Item/Description and Summary**

**HIA 216**      **Ethnic Cooking - Polish**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture, lab, description, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 217**      **Mixology**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 218**      **Ethnic Cooking - Spanish**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies and topical learning outcomes; lecture from 1 to 0; lab from 0 to 1  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, lecture and lab, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.

**HIA 225**      **Hospitality Supervision**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**HIA 227**      **Advanced Cake Decoration**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 228**      **Specialty Baking & Pastry**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.

**HIA 250**      **Hospitality Marketing**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.

CCC Number	Item/Description and Summary		
<b>HIA 255</b>	<b>Culinary Arts-Garde Manger</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 260</b>	<b>Culinary Arts Quantity-Food Preparation II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes; prerequisite to 'HIA 115 and HIA 130'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 285</b>	<b>Hospitality Industry Law</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIA 290</b>	<b>Dining Room Management</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>HIA 295</b>	<b>Cooperative Work Experience</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HRT 100</b>	<b>Introduction to Horticulture</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 114</b>	<b>Floral Design and Display I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 126</b>	<b>Plant Propagation/Greenhouse Operations</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>HRT 127</b>	<b>Entomology: Insects, People and Plants</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 128</b>	<b>Plant Pathology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 134</b>	<b>Floral Design and Display II</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$50.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; course fee from \$0 to \$50		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, description, and topical learning outcomes to bring in line with current course offering. A course fee was added as this is an advanced class that requires additional materials and are more costly than the intro class, HRT 114, which is the prerequisite for this course, that requires \$35 fee, therefore, a \$50 fee was added to HRT		

CCC Number	Item/Description and Summary		
<b>HRT 135</b>	<b>Soils and Fertilizers</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 140</b>	<b>Landscape Construction and Maintenance</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 145</b>	<b>Deciduous Plant Identification</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 154</b>	<b>Horticulture Internship</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; prerequisite to 'Horticulture coordinator consent'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite, description, and topical learning outcomes to bring in line with current course offering.		

**CCC Number**      **Item/Description and Summary**

**HRT 225**    **Evergreens, Vines,**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.

**HRT 240**    **Landscape Design**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.

**HRT 244**    **Specialty Floral Design**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.

**HRT 250**    **Flower Shop Operation**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.

**CCC Number**    **Item/Description and Summary**

**HRT 261**    **Herbaceous Ornamental Plants**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.

**HRT 265**    **Vegetable and Herb Gardening**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.

**HRT 270**    **Sustainable Landscape**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.

**HRT 275**    **Innovations in Sustainability**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.

CCC Number	Item/Description and Summary		
<b>HRT 282</b>	<b>Interior Landscaping/Tropical Plants</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 285</b>	<b>Lawn and Turf Management</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 295</b>	<b>Landscape CAD and Graphics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.		
<b>HRT 296</b>	<b>Special Topics in Horticulture</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>MAT 101</b>	<b>Quantitative Literacy</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision.		
<b>MAT 102</b>	<b>Liberal Arts Mathematics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>MAT 103</b>	<b>Applied Intermediate Algebra</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes, to bring in line with current course offering.		
<b>MAT 110</b>	<b>College Algebra</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		

**CCC Number**      **Item/Description and Summary**

**MAT 111    Pre-Calculus**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and textbook  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.

**MAT 114    Plane Trigonometry**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, and description  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**MAT 116    Math for Elementary School Teachers I**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment and instructional strategies  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**MAT 117    Math for Elementary School Teachers II**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment and instructional strategies  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**CCC Number**    **Item/Description and Summary**

**MAT 122    Technical Mathematics**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment and instructional strategies  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**MAT 124    Finite Mathematics**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and textbook  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.

**MAT 131    Calculus and Analytic Geometry I**    **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies and description  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**MAT 133    Calculus and Analytic Geometry II**    **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment and instructional strategies  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

CCC Number	Item/Description and Summary		
<b>MAT 134</b>	<b>Intro to Calculus for Business and Social Science</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		
<b>MAT 170</b>	<b>Elementary Statistics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		
<b>MAT 224</b>	<b>Linear Algebra</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook and topical learning outcomes, to bring in line with current course offering.		
<b>MAT 235</b>	<b>Calculus and Analytic Geometry III</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>MAT 341</b>	<b>Differential Equations</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>NAS 100</b>	<b>Nurse Assistant</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; prerequisite to 'Admission into the NAS program'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite, description, and topical learning outcomes, to be in line with current course offering.		
<b>NAS 101</b>	<b>Nurse Assistant Care of Patients with Alzheimer's</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision to be in line with current course offering.		
<b>NUR 106</b>	<b>Nursing Concepts and Practice</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>NUR 107</b>	<b>Introduction to Nursing Roles</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and textbook, topical learning outcomes to bring in line with current course offering.			
<b>NUR 108</b>	<b>Nursing Roles Clinical</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes to bring in line with current course offering.			
<b>NUR 109</b>	<b>Physical Assessment</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.			
<b>NUR 111</b>	<b>Adult Health Concepts I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.			

CCC Number	Item/Description and Summary		
<b>NUR 113</b>	<b>Adult Health Clinical I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.			
<b>NUR 116</b>	<b>Adult Health Concepts II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.			
<b>NUR 117</b>	<b>Adult Health Clinical II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical hours and learning outcomes to bring in line with current course offering.			
<b>NUR 185</b>	<b>Trans from License Practical to Nursing to Assoc Deg Reg Nursing</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.			



CCC Number	Item/Description and Summary		
<b>NUR 207</b>	<b>Mental Health Concepts</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>NUR 208</b>	<b>Mental Health Clinical</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>NUR 209</b>	<b>Maternal Child</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>NUR 211</b>	<b>Maternal Child Clinical</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>NUR 213</b>	<b>Pediatric Health Concepts</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>NUR 214</b>	<b>Pediatric Concepts Clinical</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>NUR 215</b>	<b>Adult Health Concepts III</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>NUR 216</b>	<b>Adult Health Clinical III</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>NUR 217</b>	<b>Leadership and Role Transition Concepts</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>NUR 218</b>	<b>Leadership and Role Transition Concepts Clinical</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>NUR 219</b>	<b>Exit Seminar</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes to bring in line with current course offering.		
<b>NUR 245</b>	<b>Promoting Adapt: The Childbearing/Childrearing Family</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	The newly approved Nursing curriculum was revised to meet national accreditation guidelines and industry standards and NUR 245 is not included in the revised curriculum, therefore, it is being deleted.		

CCC Number	Item/Description and Summary		
<b>NUR 255</b>	<b>Promoting Adapt: Acute Health Problems</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	The newly approved Nursing curriculum was revised to meet national accreditation guidelines and industry standards and NUR 255 is not included in the revised curriculum, therefore, it is being deleted.		
<b>NUR 285</b>	<b>Professional Nursing Career Development</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	The newly approved Nursing curriculum was revised to meet national accreditation guidelines and industry standards and NUR 285 is not included in the revised curriculum, therefore, it is being deleted.		
<b>NUR 290</b>	<b>Leadership in Management of Patient Care</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	The newly approved Nursing curriculum was revised to meet national accreditation guidelines and industry standards and NUR 290 is not included in the revised curriculum, therefore, it is being deleted.		
<b>PHY 100</b>	<b>General Physics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>PHY 101</b>	<b>General Physics (Mechanics, Heat &amp; Sound)</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>PHY 102</b>	<b>General Physics (Elect, Mag, Optic &amp; Mod Physics)</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>PHY 106</b>	<b>General Physics (Mechanics)</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes, to bring in line with current course offering.		
<b>PHY 107</b>	<b>General Physics (Elec, Mag, and Thermodynamics)</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>PHY 108</b>	<b>Gen Phys (Waves, Optics, Relativity, and Quantum Mechanics)</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>PHY 251</b>	<b>Engineering Mechanics of Materials</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and description, to bring in line with current course offering.		
<b>PSC 120</b>	<b>Principles of Political Science</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook and topical learning outcomes, to bring in line with current course offering.		
<b>PSC 150</b>	<b>American National Politics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>PSC 184</b>	<b>Global Politics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and topical learning outcomes, to bring in line with current course offering.		
<b>PSC 296</b>	<b>Special Topics in Political</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and formative and summative assessments and topical outline		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with formative and summative assessments and topical outline to bring in line with current course offering..		
<b>PSY 100</b>	<b>Introduction to Psychology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision.		
<b>PSY 201</b>	<b>Introduction to Social Psychology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision.		
<b>PSY 210</b>	<b>Theories of Personality</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>PSY 234</b>	<b>Abnormal Child and Adolescence Psychology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, bring in line with current course offering.		
<b>PSY 238</b>	<b>Abnormal Psychology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.		
<b>PSY 250</b>	<b>Psychology of Gender</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, to bring in line with current course offering.		
<b>PSY 296</b>	<b>Special Topics in Psychology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>SPN 101</b>	<b>Elementary Spanish I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies and textbook  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and textbook, to bring in line with current course offering.			
<b>SPN 102</b>	<b>Elementary Spanish II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies and textbook  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and textbook, to bring in line with current course offering.			
<b>SPN 103</b>	<b>Intermediate Spanish I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes, to bring in line with current course offering.			
<b>SPN 104</b>	<b>Intermediate Spanish II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook, and topical learning outcomes, to bring in line with current course offering.			

CCC Number	Item/Description and Summary		
<b>SPN 115</b>	<b>Spanish for Heritage Speakers I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; title to 'Spanish for Bilinguals I'  <b>Rationale:</b> The general education outcomes have been updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, title, description, and topical learning outcomes, to bring in line with current course offering.			
<b>SPN 116</b>	<b>Spanish for Heritage Speakers II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; title to 'Spanish for Bilinguals II'  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, title, textbook, description, and topical learning outcomes, to bring in line with current course offering.			
<b>VIC 100</b>	<b>Graphic Design</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies and description  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.			
<b>VIC 104</b>	<b>Computer Art I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical and learning outcomes, to bring in line with current course offering.			

**CCC Number**      **Item/Description and Summary**

**VIC 121**      **Introduction to Adobe InDesign**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies and description  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**VIC 142**      **Introduction to Illustrator**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies and description  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**VIC 160**      **History of Photography**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies and description  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**VIC 161**      **Introduction to Photoshop**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description and textbook  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**VIC 162**      **Digital Photography**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies and textbook  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and textbook, to bring in line with current course offering.

**VIC 163**      **Digital Studio Photography**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.

**VIC 165**      **Photography Exploration**      **Effective Date:**      1/20/2020  
**Lab Fee:**      \$80.00

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies and textbook; course fee from \$50 to \$80  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and textbook, to bring in line with current course offering. Course fee was increased to cover the cost of consumables.

**VIC 190**      **Introduction to Digital Media and Animation**      **Effective Date:**      1/20/2020  
**Lab Fee:**      \$80.00

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; course fee from \$60 to \$80  
**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering. Course fee was increased to cover the cost of consumables.

CCC Number	Item/Description and Summary		
<b>VIC 202</b>	<b>Advanced InDesign and Typography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.		
<b>VIC 204</b>	<b>Digital Mixed Media I</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$80.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description; prerequisite to 'VIC100 and VIC161 or concurrent enrollment'; course fee from \$60 to \$80		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering. Lab fee was increased to cover the cost of consumables.		
<b>VIC 205</b>	<b>Digital Mixed Media II - Metals</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$80.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description; course fee from \$60 to \$80		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering. Course fee was increased to cover the cost of consumables.		
<b>VIC 213</b>	<b>Color Management</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$80.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description; course fee from \$105 to \$80		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering. Course fee was decreased to appropriately cover the cost of consumables.		

CCC Number	Item/Description and Summary		
<b>VIC 242</b>	<b>Advanced Illustrator</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		
<b>VIC 261</b>	<b>Advanced Photoshop</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes, to bring in line with current course offering.		
<b>VIC 263</b>	<b>Advanced Digital Studio Photography</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$80.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook, topical hours and learning outcomes; course fee from \$0 to \$80		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical hours and learning outcomes, to bring in line with current course offering. Course fee was added to cover the cost of consumables.		
<b>VIC 264</b>	<b>Advanced Digital Photography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, topical hours and learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical hours and learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>VIC 265</b>	<b>Photo Production and Lightroom</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and textbook, to bring in line with current course offering.		
<b>VIC 270</b>	<b>Writing for Multimedia</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$80.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description; course fee from \$75 to \$80		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering. Course fee was increased to cover the cost of consumables.		
<b>VIC 272</b>	<b>Advanced Web Page Design</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		
<b>VIC 274</b>	<b>Advanced Flash Animation</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	VIC 274 is no longer offered as an elective and has no measurable assessments associated with it. Adobe Flash is no longer relevant and has been replaced with Adobe Animate, therefore, it is being deleted.		

CCC Number	Item/Description and Summary		
<b>VIC 275</b>	<b>Designing for Social Media</b>	<b>Effective Date:</b>	1/20/2020
		<b>Lab Fee:</b>	\$80.00
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description; course fee from \$60 to \$80		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering. Course fee was increased to cover the cost of consumables.		
<b>VIC 282</b>	<b>Portfolio for Graphic Design</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>VIC 283</b>	<b>Portfolio for Photography</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>VIC 285</b>	<b>Digital Video</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.		



**CCC Number**      **Item/Description and Summary**

**VIC 286**      **Advanced Digital Video**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies and description

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**VIC 288**      **Video Editing**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.

**Printed: 10/14/2019**

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

Meeting of November 19, 2019

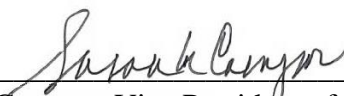
ACTION EXHIBIT NO. 16381

**SUBJECT:** COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS,  
NOVEMBER 2019

**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 7, 2019 and approved by the Academic Senate on November 12, 2019.

**Submitted to Board by:** \_\_\_\_\_

  
Dr. Susan Campos, Vice President of Academic Affairs

**Board Officers' Signatures Required:**

\_\_\_\_\_  
**Mark R. Stephens**  
**Chairman**

\_\_\_\_\_  
**Diane Viverito**  
**Secretary**

\_\_\_\_\_  
**Date**

Related forms requiring signature: Yes \_\_\_\_\_ No X

# MEMO

TO: Susan Campos

FROM: Julianne Murphy

DATE: Thursday, November 07, 2019

RE: College Curriculum Committee Item(s) from November 7, 2019

for Academic Senate on November 12, 2019

## Pending ICCB Approval

### CCC Number Item/Description and Summary

**ANT 105 Digging Into Archeology**      **Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies and description

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, and description, to bring in line with current course offering.

**ANT 150 Cultural Contexts**      **Effective Date:** 1/20/2020

**Proposal Type:** Delete Course

**Summary:** updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes

**Rationale:** ANT 150, Cultural Contexts, was offered in Fall 2013, Spring 2014 and Fall 2014, and was cancelled each time, and never offered again. At this time the department has no faculty who could teach ANT 150 and there are no students interest in taking this course, therefore, it is being deleted.

**ANT 296 Special Topics in Anthropology**      **Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.

### CCC Number Item/Description and Summary

**ART 296 Special Topics in Art History**      **Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes

**Rationale:** The general education outcomes have been updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, and topical learning outcomes, to bring in line with current course offering.

**PSY 245 Industrial Psychology**      **Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes; prerequisite to 'PSY 100'

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite, description, topical learning outcomes, to bring in line with current course offering.

**PSY 296 Special Topics in Psychology**      **Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

**Summary:** updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes

**Rationale:** The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, and topical learning outcomes, to bring in line with current course offering.

CCC Number	Item/Description and Summary		
<b>C307D</b>	<b>Business Support Specialist</b>	<b>Effective Date:</b>	8/22/2020
<b>Proposal Type:</b>	Revised Curriculum		
<b>Summary:</b>	title to 'Executive Administrative Assistant Certificate'; program description change; added BUS 102, BUS 150, BUS 161, BUS 188, SPN 101, CHN 101, BUS 141; deleted ACC100, ACC101, BUS 122, CIS 119, CIS 140, CIS 144, BUS 267, CIS 142, CIS 158; revised BUS 125;		
<b>Rationale:</b>	The Triton College of Business Advisory Committee, Triton College Research and Institutional Effectiveness Department's Feasibility Study, and The International Association of Administrative Professionals all contributed to the revision of this certificate in order to enhance the rigor needed for students to operate in an executive level business environment.		
<b>BUS 125</b>	<b>Formatting/Proofreading Business Documents</b>	<b>Effective Date:</b>	8/22/2020
		<b>Lab Fee:</b>	\$40.00
<b>Proposal Type:</b>	Revised Curriculum		
<b>Summary:</b>	title to 'Fundamentals of Office Administration'; lecture from 1 to 3; lab from 4 to 0; fee from \$15 to \$40; description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering. New course material will be incorporated into BUS 125. The increase in fee is to cover the cost of upgrades in anticipated software. The revisions were based on recommendations made by the Triton College Business Advisory Committee and the International Association of Administrative Professionals.		
<b>BUS 267</b>	<b>Records Management</b>	<b>Effective Date:</b>	8/22/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	deleted course		
<b>Rationale:</b>	BUS 267 is being deleted, and being replaced with the BUS 125, Fundamentals of Office Administration, as recommended by the Business Advisory Committee and the International Association of Administrative Professionals.		

CCC Number	Item/Description and Summary		
<b>U224A15</b>	<b>Women's and Gender Studies</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Curriculum		
<b>Summary:</b>	deleted ANT 150		
<b>Rationale:</b>	ANT 150, Cultural Contexts, was offered in Fall 2013, Spring 2014 and Fall 2014, and was cancelled each time, and never offered again. At this time the department has no faculty who could teach ANT 150 and there are no students interest in taking this course, therefore, it is being deleted and removed from this program.		
<b>U224A38</b>	<b>Philosophy and Logic, AA</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Curriculum		
<b>Summary:</b>	deleted ANT 150		
<b>Rationale:</b>	ANT 150, Cultural Contexts was offered in Fall 13, Spring 14 and Fall 14, it was cancelled each time, and never offered again. At this time the department has no faculty who could teach ANT 150 and there is no student interest in taking this course, therefore, it is being deleted and removed from this program.		
<b>ART 110</b>	<b>Looking at Art</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and description, to bring in line with current course offering.		
<b>ART 112</b>	<b>Renaissance to Modern Art</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>ART 116</b>	<b>Color Composition</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.			
<b>ART 119</b>	<b>Two-Dimensional Design</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, prerequisite, topics and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite, topics and topical learning outcomes, to bring in line with current course offering.			
<b>ART 135</b>	<b>Ceramics I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.			
<b>ART 136</b>	<b>Ceramics II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, topics and topical learning outcomes, to bring in line with current course offering.			

CCC Number	Item/Description and Summary		
<b>ART 140</b>	<b>Printmaking</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, topics and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, textbook, topics and topical learning outcomes, to bring in line with current course offering.			
<b>ART 210</b>	<b>Afro-American Art</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Delete Course <b>Summary:</b> course was deleted  <b>Rationale:</b> ART 210 has not been offered in the past 10 years, therefore, it is being deleted			
<b>BIS 100</b>	<b>General Biology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies and textbook  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and textbook, to bring in line with current course offering.			
<b>BIS 101</b>	<b>Human Biology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b> Revised Course <b>Summary:</b> updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes  <b>Rationale:</b> The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, description, textbook, topics and topical learning outcomes (expanded to more closely reflect course content), to bring in line with current course offering.			

**CCC Number**      **Item/Description and Summary**

**BIS 105      Environmental Biology      Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies and textbook

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and textbook, to bring in line with current course offering.

**BIS 108      Biology of Humans      Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.

**BIS 113      Introduction to General Biology      Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description and textbook

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, description and textbook, to bring in line with current course offering.

**BIS 136      Functional Human Anatomy I      Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**BIS 137      Functional Human Anatomy II      Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, textbook, topics and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.

**BIS 150      Principles of Biology      Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description and textbook

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.

**BIS 151      Principles of Biology II      Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description, prerequisite to 'BIS 150, or AP Biology (BIS 100 or BIS 101) with score of 4; BIS 150, or AP Biology (BIS 100 or BIS 101) with score of 4'; and textbook

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, prerequisite and textbook, to bring in line with current course offering.

**BIS 190      Anatomy and Physiology for Allied Health Majors      Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course  
**Summary:**      updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**BIS 200**      **Undergraduate Open Seminar-Biology**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.

**BIS 205**      **Field Ecology**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook and topical learning outcomes, to bring in line with current course offering.

**BIS 222**      **Principles of Microbiology**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook and topical learning outcomes, to bring in line with current course offering.

**BIS 240**      **Human Anatomy & Physiology I**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies and description

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and description, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**BIS 241**      **Human Anatomy & Physiology II**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies and description

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and description, to bring in line with current course offering.

**BOT 200**      **Cellular and Molecular Biology**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies, description and textbook

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.

**BOS 210**      **Introduction to Biochemistry**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies, description and textbook

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and textbook, to bring in line with current course offering.

**BOT 220**      **Cell and Tissue Culture**      **Effective Date:**      1/20/2020

**Proposal Type:**      Revised Course

**Summary:**      updated general education outcomes, assessment, instructional strategies and description

**Rationale:**      The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and description, to bring in line with current course offering.

CCC Number	Item/Description and Summary		
<b>BOT 230</b>	<b>Biotechnology Laboratory I (DNA Techniques)</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and textbook, to bring in line with current course offering.		
<b>BOT 240</b>	<b>Biotechnology Laboratory II (Protein Tech &amp; Bio)</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, to bring in line with current course offering.		
<b>CHM 132</b>	<b>Elementary Organic Chemistry</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>CHM 140</b>	<b>General Chemistry I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, prerequisite to 'CHM 110; placement at MAT 110 level, placement at RHT 101 level'; and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite, and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
	Some students come into this course unprepared and cannot catch up. Therefore, enhancing the Chemistry prerequisite should result in a better outcome for the class as a whole.		
	Two topics, Intermolecular Forces, Liquids, & Solids and Properties of Solutions are moved to General Chemistry II, CHM141, so as to align with the American Chemical Society's General Chemistry Exam – First Term Standardized Final Exam. The exam is nationally normed and is recognized by the Chemistry education community.		
<b>CHM 141</b>	<b>General Chemistry II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, prerequisite to 'CHM 140; MAT 110 or higher (minimum grade C); placement at RHT 101 level'; description, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, prerequisite, description, textbook, topics and topical learning outcomes, to bring in line with current course offering, and per the recommendation from industry partners.		
	Some students come to this course without proper mastery of previous material. Enhancing the prerequisite should result in a better overall outcome for the class.		
	Two topics, Intermolecular Forces, Liquids, & Solids and Properties of Solutions are moved from General Chemistry I, CHM140 and a current topic of CHM141, Organic Chemistry is removed, so as to align with the American Chemical Society's General Chemistry Exam – Second Term Standardized Final Exam. The exam is nationally normed and is recognized by the Chemistry education community.		



CCC Number	Item/Description and Summary		
<b>CIS 107</b>	<b>Cloud Computing Systems and Operations</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>CIS 174</b>	<b>Windows Client-Server System Administration</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>COT 101</b>	<b>Intro to Architecture, Engineering and Construction</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 101 is being deleted as it is not offered any more and is not attached to any program.		
<b>COT 250</b>	<b>Construction Project</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 250 is being deleted as it is not offered any more and is not attached to any program.		
<b>COT 270</b>	<b>Immediate Surveying</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 270 is being deleted as it is not offered any more and is not attached to any program.		

CCC Number	Item/Description and Summary		
<b>COT 272</b>	<b>Surveying Law</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 272 is being deleted as it is not offered any more and is not attached to any program.		
<b>COT 273</b>	<b>Advanced Surveying</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 273 is being deleted as it is not offered any more and is not attached to any program.		
<b>IBC 100</b>	<b>Intro to Independent Building Contracting</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	IBC 100 is being deleted as it is not offered any more and is not attached to any program.		
<b>IBC 120</b>	<b>Exterior Finishes</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	IBC 120 is being deleted as it is not offered any more and is not attached to any program.		
<b>IBC 201</b>	<b>Professional Practice IBC</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	IBC 201 is being deleted as it is not offered any more and is not attached to any program.		
<b>IBC 230</b>	<b>Interior Preparation: Paints, Wallpaper</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	IBC 230 is being deleted as it is not offered any more and is not attached to any program.		

CCC Number	Item/Description and Summary		
<b>IBC 250</b>	<b>Integrated Sustainable Construction Practices</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course <b>Summary:</b> course deleted		
<b>Rationale:</b>	IBC 250 is being deleted as it is not offered any more and is not attached to any program.		
<b>GOL 101</b>	<b>Physical Geology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and textbook		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and textbook, to bring in line with current course offering.		
<b>GOL 102</b>	<b>Evolution of the Earth</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>GOL 103</b>	<b>Environment Geology: Aspect of Global Hazard &amp; Change</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes		
<b>Rationale:</b>	The general education outcomes have been updated to align with our institutional general education outcome revision.		

CCC Number	Item/Description and Summary		
<b>HIS 121</b>	<b>History of Western Civilization I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, title to 'History of Western Civilization to 1700'; description, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, title, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIS 122</b>	<b>History of Western Civilization II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, title to 'History of Western Civilization from 1700 to the Present'; description, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, title, description, textbook, topics and topical learning outcomes, to bring in line with current course offering.		
<b>HIS 151</b>	<b>History of the U.S. to 1877</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>HIS 152</b>	<b>History of the U.S. Since 1877</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description, textbook and topical learning outcomes, to bring in line with current course offering.		
<b>MAT 045</b>	<b>Arithmetic and Pre-Algebra</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.		
<b>MAT 055</b>	<b>Algebra and Geometry I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.		
<b>MAT 080</b>	<b>Prep for General Education Mathematics</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>MAT 085</b>	<b>Algebra and Geometry II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>MAT 096</b>	<b>Algebra/Geometry</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.		
<b>MCM 120</b>	<b>Mass Communication</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>MCM 125</b>	<b>Broadcasting History</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and prerequisite from 'None' to 'RHT 101 level or equivalent'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and prerequisite, to bring in line with current course offering.		

CCC Number	Item/Description and Summary	Effective Date:	
<b>MCM 130</b>	<b>Radio Production</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.		
<b>MCM 151</b>	<b>Cinema Appreciation</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and lecture hours		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, and lecture hours, to bring in line with current course offering.		
<b>MCM 152</b>	<b>Cinema History</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>MCM 160</b>	<b>Reporting and Writing for Multimedia</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary	Effective Date:	
<b>MCM 200</b>	<b>News Editing</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>MCM 205</b>	<b>Broadcasting Announcing</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.		
<b>MCM 296</b>	<b>Special Topics in Communications &amp; Journalism</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, title to 'Special Topics in Mass Communication' and prerequisite to 'any course in Mass Communication'		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, title and prerequisite, to bring in line with current course offering.		
<b>PHS 100</b>	<b>Introduction to Earth Science</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, textbook and topical learning outcomes, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>PHS 141</b>	<b>Application of Physical Science Concepts</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.		
<b>PHS 142</b>	<b>Science of Light &amp; Music</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, description and topical learning outcomes, to bring in line with current course offering.		
<b>C260A</b>	<b>Renewable Energy Technology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Curriculum		
<b>Summary:</b>	added: MAT122, HTH281, BUS141, ARC110, BUS150, PHL113; deleted: ENT115, ENT204, MAT114, PHY101, ECO100, ENT206, PHL103; moved RHT 102 from semester 3 to 2		
<b>Rationale:</b>	C260A, Renewable Energy Technology is impacted by the Memorandum of Understanding (Memorandum or MOU) that set forth the terms and understandings between Illinois Community College District 504, commonly known as Triton College (hereinafter "Triton") and Illinois IBEW Renewable Energy Fund Inc. (hereinafter "REF") for the purpose of providing solar training services under the Solar Craft Apprenticeship Program established pursuant to the Illinois Public Utilities Act (220 ILCS 5/16-108.12). Form 21 done for the addition of the certificate, as part of an MOU agreement with IBEW, also included with the Form 21, and the degree is impacted by the same agreement.		

CCC Number	Item/Description and Summary		
<b>C360A</b>	<b>Renewable Energy Technology Certificate</b>	<b>Effective Date:</b>	5/25/2020
<b>Proposal Type:</b>	New Curriculum		
<b>Summary:</b>	new certificate (Form 21); total credits: 30		
<b>Rationale:</b>	C360A, Renewable Energy Certificate was developed by the request of the industry. Attached is the Memorandum of Understanding (Memorandum or MOU) that set forth the terms and understandings between Illinois Community College District 504, commonly known as Triton College (hereinafter "Triton") and Illinois IBEW Renewable Energy Fund Inc. C360A, Renewable Energy Technology Certificate was developed by the request of the industry. Attached is the Memorandum of Understanding (Memorandum or MOU) that set forth the terms and understandings between Illinois Community College District 504, commonly known as Triton College (hereinafter "Triton") and Illinois IBEW Renewable Energy Fund Inc. (hereinafter "REF") for the purpose of providing solar training services under the Solar Craft Apprenticeship Program established pursuant to the Illinois Public Utilities Act (220 ILCS 5/16-108.12).  The Renewable Energy Technology Certificate (Form 21) was developed as part of an MOU agreement with IBEW.		
<b>REC 220</b>	<b>Wind Power Generations Design Fundamentals</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, prerequisite, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, prerequisite, topics and topical learning outcomes, to bring in line with current course offering, and per the recommendation from industry partners.		
<b>REN 240</b>	<b>Energy Auditing and Building Weatherization Fund</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, lecture from 2.5 to 2; lab from 1 to 2; prerequisite to 'ARC 102'; description, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, prerequisite, lecture, lab, topics and topical learning outcomes, to bring in line with current course offering, and per the recommendation from industry partners.		

CCC Number	Item/Description and Summary		
<b>RHT 085</b>	<b>Introduction to College Reading I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	RHT 085 is being deleted as it is no longer offered, due to the combined reading and writing courses, per national best practices.		
<b>RHT 086</b>	<b>Introduction to College Reading II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	RHT 086 is being deleted as it is no longer offered, due to the combined reading and writing courses, per national best practices.		
<b>RHT 095</b>	<b>Introduction to College Writing I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	RHT 095 is being deleted as it is no longer offered, due to the combined reading and writing courses, per national best practices.		
<b>RHT 096</b>	<b>Introduction to College Writing II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	RHT 096 is being deleted as it is no longer offered, due to the combined reading and writing courses, per national best practices.		
<b>RHT 097</b>	<b>Companion to English Rhetoric and Composition I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>RHT 098</b>	<b>Integrated Reading and Writing I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, prerequisite to 'placement based on scores of the reading and writing placement tests (see current college placement policy)'; and		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, prerequisite and description, to bring in line with current course offering.		
<b>RHT 099</b>	<b>Learning Framework for College Reading and Writing</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description to bring in line with current course offering.		
<b>SPE 101</b>	<b>Principles of Effective Speaking</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies, textbook and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, textbook and topical learning outcomes, to bring in line with current course offering.		
<b>SPE 111</b>	<b>Interpersonal Communication</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, assessment, instructional strategies and description		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.		

**CCC Number**      **Item/Description and Summary**

**SPE 112    Intercultural Communication      Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies and textbook  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and textbook, to bring in line with current course offering.

**SPE 113    Small Group Communication      Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies and description  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies and description, to bring in line with current course offering.

**SPE 121    Argumentation      Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and topical learning outcomes  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies, description and topical learning outcomes, to bring in line with current course offering.

**SPE 130    Introduction to Theatre      Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment and instructional strategies  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**SPE 135    Stagecraft      Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies and description  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.

**SPE 141    Introduction to Performance Studies      Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies and description  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.

**SPE 161    Acting I      Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment and instructional strategies  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment and instructional strategies, to bring in line with current course offering.

**SPE 162    Acting II      Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies and description  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.

**CCC Number**      **Item/Description and Summary**

**SPE 294**    **Gender and Communication**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course

**Summary:**    updated general education outcomes, assessment, instructional strategies and description

**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.

**SPE 296**    **Special Topics in Speech and Theatre**                      **Effective Date:**                      1/20/2020

**Proposal Type:**    Revised Course

**Summary:**    updated general education outcomes, assessment, instructional strategies and description

**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with assessment, instructional strategies and description, to bring in line with current course offering.

**Printed: 11/7/2019**



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

Meeting of November 19, 2019

ACTION EXHIBIT NO. 16382

**SUBJECT: NOTICE AND UNILATERAL IMPLEMENTATION OF THE TRITON COLLEGE LBFO OF NOVEMBER 1, 2019 FOR MID-MANAGERS – CONFIRMATION OF BOARD POLL**

**RECOMMENDATION:** That the Board of Trustees approve the notice of Unilateral Implementation and the Unilateral Implementation effective November 18, 2019 at 8:00 a.m. The terms of the last, best and final offer (LBFO) were submitted to the Mid-Managers and Local 1600 at the bargaining table on November 1, 2019. The parties have reached impasse. The terms of implementation include a 4% annual increase in salary over each of the next three (3) fiscal years.

**RATIONALE:** The Board of Trustees and the Union began negotiating a successor agreement on June 3, 2019. This included twenty-two (22) bargaining sessions, three (3) of which were with a mediator. Unfortunately, and despite continued good faith bargaining efforts by the Board, the College tendered its last, best and final offer to Local 1600 on November 1, 2019. The LBFO included significant movement and flexibility by the Board, including wage increases, tuition reimbursement, probationary periods, work assignments and retroactivity of economic terms and conditions to September 30, 2019. Board Poll conducted on 11-15-19 with a vote of 7-0 with the Student Trustee voting yes.

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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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**Diane Viverito**  
**Secretary**

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**Date**

Related forms requiring Board signature: Yes ☒ No ☐

**BOARD OF TRUSTEES**  
**LAST, BEST AND FINAL OFFER**

**Presented November 1, 2019**

**FOR THE AGREEMENT BETWEEN**

**TRITON COLLEGE BOARD OF TRUSTEES, DISTRICT 504**

**AND**

**TRITON COLLEGE MID-MANAGEMENT ASSOCIATION**

**EFFECTIVE**  
**UPON IMPLEMENTATION THROUGH JUNE 30, 2022**

## **ARTICLE I - RECOGNITION**

### **1.1 Association Recognized**

The Board recognizes the Association as the sole and exclusive bargaining agent, for the purpose of establishing wages, hours, and conditions of employment for all full-time employees classified as Mid-Managers as listed in Appendix B. The inclusion and exclusion of mid-management positions may change from time to time.

### **1.2 Definitions**

#### **A. Agreement**

The term "Agreement" shall mean this current collective bargaining Agreement between the Board and the Association.

#### **B. Board**

The term "Board" shall mean the Board of Trustees of Community College District No. 504, and the County of Cook and State of Illinois.

#### **C. Association**

The term "Association" refers to the Triton College Mid-Management Association, a chapter of the Cook County College Teachers Union, Local 1600, of the American Federation of Teachers.

## ARTICLE II - ASSOCIATION RIGHTS

### 2.1 Dues Checkoff

~~The Board will deduct from the pay of each Association member from whom it receives voluntary authorization to do so the required amount of monthly Association dues. Said deductions, when calculated on a percentage basis, shall apply to the member's base pay. Said deductions shall be implemented within thirty (30) calendar days of the receipt of authorization.~~

~~The Association may change the method or amount of said deductions upon written notice to the College by the Treasurer of the Cook County College Teachers Union provided that such change does not occur more than once per fiscal year. The dues and a list of employees from whose pay the dues have been deducted, along with the amount deducted from each, shall be forwarded to the Cook County College Teachers Union no later than seven (7) days after such deductions were made. The Association agrees to indemnify and hold the Board harmless against any and all claims, suits, or judgments against the Board as a result of any action taken or not taken under this section.~~

### 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.

### 2.2 Reinstatement of Employees on Dues Checkoff

Whenever employees take a leave of absence and are dropped from dues deduction, upon their return to the job, they will be automatically reinstated on dues deduction.

### 2.3 Association Meetings

The Association shall have the right to schedule a monthly meeting. The College will allow one (1) hour of release time per month for mid-management employees to attend a monthly meeting.

## 2.4 Release Time for Association Officers

- A. The Board shall grant release time with pay to the President of the Association and one (1) other Association member to attend a meeting of Local 1600's House of Representatives at 2:00 PM on the third Friday of every odd numbered month. The Association President shall be granted release time with pay to attend Local 1600's Executive Board meeting on the third Friday of the even numbered months.
- B. The Association President or designee shall be granted one (1) hour of release time with pay per week to conduct Association business. The schedule of the released time shall be determined mutually through discussion between the Association President and the employee's supervisor.
- C. **Association Officer's use of release time must receive supervisor approval in advance (or Area VP in absence of the supervisor).** ~~Employees shall, after giving appropriate notice to their supervisor, be allowed time off with pay during working hours to attend grievance hearings, labor-management meetings, or meetings called or agreed to by the Board, if such employees are parties to or otherwise entitled to attend such meetings by virtue of being Association representatives.~~
- D. The Board agrees that one member of the Association who has been elected as official delegate to a conference or a convention of the American Federation of Teachers or the Illinois Federation of Teachers shall be granted a leave of absence, without loss of pay, to attend the conference or convention. The Board and the Association agree that the maximum number of work days with pay granted to the Association shall be five (5) per year and no more.

## 2.5 Public Records

The Board shall make available to the Association upon its request, any existing records which are relevant to negotiations or the enforcement of this Agreement.

## 2.6 Board Agenda

- A. The Association shall be supplied a copy of the agenda, minutes of all Board meetings after being duly approved, additional Board reports, and the dates of all regular and special meetings of the Board.
- B. Within ten (10) days of a Board meeting, where personnel transactions affecting the bargaining unit occur, the Human Resources Department shall send to the Association a list of all new bargaining unit employees, their home addresses, their job titles, and their work locations, and other personnel transactions affecting bargaining unit employees that were not a part of the Board agenda.

## 2.7 Board Policies

One (1) copy of the Board's official policies, regulations, and bylaws, and all subsequent additions, deletions, and amendments shall be provided to the Association President for use by the Association.

## 2.8 Association Access

The Association shall have the right of access at reasonable times to areas in which employees work, the right to use bulletin boards, mailboxes, interoffice mail, and other means of communication, subject to reasonable regulation, and the right to use the facilities and equipment of the College for Association business as related to the terms and conditions of employment at Triton College.

## 2.9 Association Office

As long as space and equipment are available, the Association shall receive an office for use for its legitimate business.

## 2.10 Mid-Management Seat on College Committees

The Association may appoint one (1) representative to all College committees that deal with issues affecting mid-management employees.

## 2.11 Abolition of a Job Classification

The Board shall notify the Association of intent to abolish or merge job classifications under this agreement and negotiate impact of such changes.

## 2.12 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.

## 2.13 Nondiscrimination

No employee shall be discriminated against or favored because of Association membership or activities, sex, marital status, parental status, age, race, color, national origin, religion, or disability.

#### 2.14 Association Exclusivity

The Board shall not meet, discuss, confer, subsidize, or negotiate with any other employee organization or its representatives other than the Mid-Management Association on matters pertaining to mid-management employees hours, wages, and working conditions. The Board shall not negotiate with employees over their hours, wages, and working conditions, except as provided herein. This does not prohibit informal resolution of grievances.

#### 2.15 COPE Check-off

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 Department of the college in writing to terminate the deductions.

#### 2.16 Fair Share

~~Employees covered by this Agreement shall be required to maintain membership in the Association or to pay, in lieu of dues, a fair share fee. Employees who elect not to become members of the Association shall also be required to pay a fair share fee no later than sixty (60) calendar days following commencement of employment. The amount of the fee shall be certified to the Board by the Association, and fair share deductions shall be made at the same time and in the same manner as dues checkoff deductions under section 2.1.~~

~~The Association shall certify to the Board the amount of the annual fair share fee, not to exceed the dues uniformly required of members of the Association, and shall supply the Board and the non-members a copy of the basis of the calculation of the fee. The fair share fee payment shall be deducted by the Board from the earnings of the non-member employees and paid to the Association.~~

~~Non-member employees who object to the amount of the fair share fee established by the Association shall have the right to file an unfair labor practice charge against the Association or take such other action as may be authorized by the Illinois Educational Labor Relations Board. Upon any such filing and notice of such to the Association and to the Board, such funds as paid by the employee shall be transmitted to the Illinois Educational Labor Relations Board or designee for placement in an appropriate escrow account as established by such agency for such purpose and pursuant to their rules and regulations.~~

~~Employees who object to the payment of such fees based upon bona fide religious tenets or teaching of a church or religious body of which such employees are members shall pay the fair share fee as determined by the Union to a non religious, charitable organization mutually agreed upon by the employees affected and the Association. If the affected employee and the Union are unable to reach an agreement on the matter, such money will be paid to one of the charitable organizations approved by the Illinois Educational Labor Relations Board for such purposes.~~

~~The Association shall indemnify and hold harmless the Board of Trustees, its members, officers, agents and employees from 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 purposes of complying with the above provisions of this Section, or in reliance on any list, notice, certification, affidavit or assignment furnished under any of such provisions.~~



### **ARTICLE III - BOARD RIGHTS**

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:

- 3.1 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.
- 3.2 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.
- 3.3 To establish work site location and the staffing thereof; to build, move, or modify facilities; to establish budget procedures and determine budgetary allocations; and to determine the methods of raising revenue.
- 3.4 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.
- 3.5 The Board powers enumerated in this Article (III), are limited by the terms of this collective bargaining Agreement, the Illinois Educational Labor Relations Act, and other applicable laws.

## **ARTICLE IV - PERSONNEL SELECTION AND CLASSIFICATION**

### **4.1 Vacancies**

For the purposes of this Agreement, a vacancy occurs when the Board determines to increase the work force; fill new positions; or replace employees as a consequence of an employee's termination, transfer, promotion, demotion, or the like, except when the employee is replaced by the transfer or reassignment of another mid-manager.

- A. Before posting a mid-management vacancy, the Board shall give first consideration to qualified employees on the recall list or subject to be placed on the recall list.
- B. All mid-management vacancies will be posted internally for a minimum of five (5) working days prior to publication of the vacancy by any other means.
- C. All internal applicants must make formal application through the Human Resources Department.
- D. All applications will be reviewed by the Human Resources Department with advice of the immediate supervisor of the position.
- E. Qualified candidates will be interviewed by a member of the Human Resources Department, immediate supervisor, and other appropriate individuals.
- F. Positions may be advertised locally, and external candidates may be solicited. Qualified external candidates selected for interview will be interviewed as detailed above.
- G. The above procedures do not apply to the reclassifications of positions.

### **4.2 Selection**

For posted positions, among all minimally qualified applicants, the internal applicant will have preference; however, in all cases, the most qualified applicant will be selected.

### **4.3 Reassignment**

- A. The Board reserves the right to reassign a mid-manager to any other mid-management position for which he/she is qualified due to such factors as the financial condition of the College, consolidation, cut backs, and/or elimination of program(s). Prior to reassignment, management shall meet with the employee and an Association designee to discuss the change.
- B. A mid-manager involuntarily reassigned to a lower classification shall maintain his salary.

- C. No employee shall be reassigned involuntarily without a written reason from the Department of Human Resources.
- D. Reassignment of a mid-manager to a position as specified in this section is not a grievable issue.

#### 4.4 Internal Promotions

**Employees promoted to a new position shall serve a 90 day probationary period and shall be evaluated at 30, 60 and 90 days. Removal from probation requires Board approval.**

An internal promotion occurs under the following conditions: 1) when a mid-manager moves from one position to another existing position at a higher grade within the same department, or 2) when the job duties of a mid-manager have changed so substantially as to warrant a new position at a higher grade.

Existing positions need not be point counted; however, new positions must be point counted in accordance with Article IV, Section 4.5, New Classifications. In either case, the position shall not be posted and the incumbent employee shall be promoted to the position.

Such a promotion must receive the recommendation of the President, concurrence of the division Vice President, and approval of the Board of Trustees. The Mid-Management Association shall be consulted prior to such promotion.

#### 4.5 New Classifications

- A. When a decision is made to add a new classification or change an existing classification, the Association shall be notified.
- B. A job description shall be developed detailing the nature of the assignment and job qualifications.
- C. The description shall be reviewed and approved by the appropriate administrator and submitted to the Human Resources Department for calculating a recommended classification and salary grade. (The approved point count system shall be used to place each classification in a salary grade.) Mid-Management Association shall be notified at least three (3) work days prior to any point count meeting under this section.
- D. The calculation of the recommended classification and salary grade shall be made by a panel consisting of an administrator from the Human Resources Department, an administrator from the reporting area of the mid-management position being reviewed, and two representatives appointed by the Triton College Mid-Management

Association. At the request of either the Association or the Administration, the panel may utilize a non-voting resource person possessed of extensive and direct knowledge relating to the position under review. A copy of the point count tabulation and assignment of the pay grade shall be given to the Association at the end of the meeting. The administrator from the Human Resources Department shall notify the employee (if any) of the results of the point count. The College will provide to the Association a summary of the point count grading sheet following each point count meeting. The sheet shall provide total points for each of the following areas: Education, experience, complexity, interaction, supervision, working conditions and impact.

- E. The results of the point count and the recommendation of the committee shall be given to the College President or his/her designee.
- F. Upon approval, the description and salary grade shall be forwarded to the Board of Trustees for final action.

#### 4.6 Assignment of Positions to Grades

Positions will be reviewed periodically but at a minimum of every five (5) years only if requested by the employee(s), association or the administration using a mutually agreeable system for the equitable analysis for job content.

The assignment of positions to grades is contained in Appendix B.

#### 4.7 Initial Employment (language already exists)

**All new employees shall be given a copy of this negotiated agreement; information on health and life insurance programs and other information that will help the mid-manager understand college benefits and related matters. New employees shall be given appropriate information regarding their salary and other grade information. All positions under this negotiated agreement are subject to Pre-employment physicals.**

## **ARTICLE V - WORKING CONDITIONS**

### **5.1 Working Hours**

All mid-managers shall work forty (40) hours per week. **While individual exceptions will be made, on a case by case basis, the regular work hours for all bargaining unit employees will be Monday through Friday, 8:00 am to 5:00 pm with a 1 hour unpaid lunch break.**

### **5.2 Hours**

Responsibilities vary greatly within the mid-management group; therefore, work hours and work days are flexible and may vary from week to week depending on area needs. After consulting with the employee, appropriate schedules will be determined by the area supervisor. **Flexible scheduling must be approved by the Area Supervisor in advance of work being performed.**

### **5.3 Compensatory Time**

Compensatory time may be provided in lieu of salary. **Compensatory time must be approved by the Area Vice President on the form in advance of work being performed.** 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 eighty (80) 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.

### **5.4 Working Conditions**

There shall be maintained such health, safety, and sanitary conditions as required by local, state, and federal law.

## 5.5 Office Automation and Reorganization

The administration agrees to inform the association of a reorganization that affects bargaining unit members 15 work days prior to implementation. When changes in operation 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 working 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.

## 5.6 Changing Job Duties

There shall be no permanent substantial changes (ten percent [10%] of the job description) in job duties of a classification unless the duties are included in a new classification in accordance with Section 4.5 of the Agreement (New Classifications).

## 5.7 Evaluations

### A. New Employees.

Initial employment of mid-managers must be approved by the Board of Trustees prior to the employee beginning a probationary period. Benefits for employees within the probationary period can be found as specified in Article XII. Mid-management employees, upon initial placement, shall be evaluated after the completion of sixty (60), one-hundred twenty (120) and one-hundred eighty (180) calendar days. After one-hundred eighty (180) calendar days, and contingent upon satisfactory evaluations, the individual will be recommended to the Board of Trustees for appointment to the position. The Board shall act on the recommendation within thirty (30) calendar days. The employee shall not be considered to have completed the probationary period until the Board takes official action. The initial one-hundred eighty (180) days of employment will be considered a probationary period. Failure to recommend employment to the Board because of unsatisfactory performance is not a grievable action.

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.

### B. Post-Probationary Employees.

After successful completion of the probationary period and subsequent Board appointment to the position, mid-management personnel will be evaluated on an annual basis. The evaluation is to be conducted by the immediate supervisor, discussed with the employee, and forwarded for review to the appropriate office. Annual evaluations will be conducted prior to April 30. Additional evaluations may be requested at other times at the request of the individual, immediate supervisor, or appropriate official. Whenever possible, the administration will accommodate the request for an additional evaluation by an individual. Individuals shall cooperate with administration's request for evaluations as required.

- C. Grant employees shall be evaluated as set forth in Section 5.5.A. and B. except when otherwise stipulated by the grant in which case grant requirements shall take precedence.

### **5.8 Enrollment Activity Days**

**All mid-managers are required to work two (2) additional days of Enrollment Activity Obligation annually under this agreement. Sixteen (16) hours of duty which can be performed as approved by Enrollment supervisor on specific dates and/or after work, not during regularly scheduled work hours. Should any portion of the 16 hours of duty be performed on the three Saturdays before and/or the first Saturday after the start of the fall and spring semesters, the work performed on these Saturdays can be used as flexible time on a subsequent date as scheduled and determined with their departmental supervisor.**

## **ARTICLE VI - SENIORITY**

### **6.1 Definition**

Seniority is the length of continuous full-time service. Upon employment, each employee is to receive a seniority date which is the first day of actual work in a full-time position. If two (2) or more employees have the same seniority date, the date of the employees' applications controls seniority. The employee with the earlier application is senior.

### **6.2 Seniority During Leave**

Seniority shall continue to accumulate during an approved leave of absence.

### **6.3 Seniority Lists**

The Administration shall prepare and post a seniority list within sixty (60) calendar days following the execution of this Agreement and annually thereafter. Lists will be prepared by job classification.

### **6.4 Reduction in Force**

The size of the mid-management staff may be reduced due to such factors as the financial condition of the College district, the needs of the College district, cutback or elimination of program or program(s), combining of programs, or a general shifting of priorities.

If there is to be any reduction in force, the administration shall consult with and notify the Association and the affected mid-manager in writing ninety (90) calendar days prior to any reduction, or in the case of grant-funded positions, immediately upon the College district receiving notification of the termination of the grant

Severance pay will be paid to any employee who is dismissed due to reduction in force. Severance pay shall be equal to one half (1/2) 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 (1/2) year.

If layoffs are necessary, employees shall be laid off by classification (job title) as follows:

- A. Temporary employees;
- B. Part-time employees;
- C. Probationary employees in their original probationary period as defined in Section 5.6.A of this Agreement;



- D. Inverse order of seniority among post-probationary period employees as defined in Section 6.1. Under no circumstances will a mid-management employee doing satisfactory work be replaced and the same position filled by a classified, hourly, or temporary employee or a faculty member.

## 6.5 Recall

Employees who are laid off shall be put on a recall list for a period of up to two years from the date of lay off. If there is a recall, employees who are still on the recall list shall be recalled according to seniority with the most senior employees being recalled first. If an employee is recalled to a lower classification, the employee shall have the right to refuse recall without jeopardizing the employee's right to remain on the recall list. The Board shall not hire new employees in the bargaining unit positions as long as there are fully qualified employees who have not refused the positions on the recall list. Employees on recall shall be allowed to participate in group insurance policies if the employee pays the full cost. Employees re-hired within two (2) years after the layoff shall return at the same seniority as their last date of employment.

## **ARTICLE VII - DISCIPLINE**

### **7.1 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:

#### **A. 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.

#### **B. 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.

#### **C. 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.

#### **D. 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.

E. 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 nonremediable shall only be effectuated following the pre-disciplinary meeting provided for in Article VII, 7.2.

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.

7.2 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 7.1, subparagraphs C, D and E thereof.

7.3 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 7.1, A 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.

#### 7.4 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 VIII - PERSONNEL FILES**

- 8.1 No material derogatory to an employee's conduct, service, character, or personality shall be placed in the file unless the employee has had an opportunity to read the material and 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 contents. Materials in the official cumulative file must be time stamped when placed in the file.
- 8.2 Upon written request by an employee submitted twenty-four (24) hours in advance, he shall be permitted to examine in the Human Resource department his official cumulative file, but not to mark, destroy, or remove any of the contents.
- 8.3 In the event that an employee refuses to sign a statement to the effect that he has read material to be added to his file, the appropriate Human Resources representative shall notify the Association, who shall verify receipt of a copy of the material with the Human Resource department. A copy will then be forwarded to the individual and placed in their personnel file.
- 8.4 Upon written request, an employee shall receive a copy of material in his files.

## **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 their immediate supervisor.

#### **9.1 Definition of Grievance**

A grievance shall mean a complaint by a mid-manager, a group of mid-managers, or the Mid-Management Association that there has been a violation, misinterpretation, or misapplication of this Agreement or any work rules.

#### **9.2 Steps**

##### **A. Step 1.**

A mid-manager or the Association within ten (10) working days of the occurrence of the grievance or within ten (10) working days of when such occurrence might reasonably have been ascertained, the employee or the Association shall set out the nature of the grievance, the specific provision(s) of the document claimed to have been violated, and the remedy requested, presenting this information, in writing, to the supervisor with a copy to the appropriate administrator.

The supervisor shall 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. 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 ten (10) working days from the meeting with the supervisor.

##### **B. 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 five (5) 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 ten (10) calendar days of the receipt of the Step 2 response.

C. Step 3.

Within thirty (30) days of receiving the request for Step 3, the Board of Trustees will convene a conference to be held in executive session. 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 ten (10) days after the next regularly scheduled meeting of the Board.

D. Step 4 - Arbitration.

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.

E. 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.

F. 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 mid-managers 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.

9.3 Time Limits

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

9.4 Miscellaneous Provisions

- A. 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, mid-managers shall utilize other channels for amelioration of complaints or disagreements not specifically covered by any provisions of this Agreement.

- B. 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.
- C. Conferences, meetings, and hearings held pursuant to the grievance procedure shall be set by mutual agreement.
- D. The answers provided at each Step of the grievance procedure shall be in writing and shall fully set forth the reasons therefore.
- E. 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 mid-manager entitled to be present shall suffer loss of pay because of participation in this grievance procedure.
- F. When the Association files a grievance involving an individual mid-manager, 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.
- G. 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.
- H. 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 - NON-INTERRUPTION OF WORK**

During the term of the Agreement and in return for the terms and conditions set forth in the Agreement, neither the Association nor any mid-manager covered by this Agreement shall instigate, promote, or engage in, any strike, or any other similar intentional concerted interruption of operation (i.e. "blue flu") against Triton College.

The Board agrees it will not bring any action for damages against the Association for any strike, or any other similar intentional concerted interruption of operations against Triton College which the Association does not instigate, engage in, or promote.

The Board shall not engage in any lockout of any mid-manager covered by this Agreement during the term of this Agreement.

## ARTICLE XI - BENEFITS

### 11.1 Tuition and Professional Expenses

~~Effective October 9, 2017,~~ the College district will reimburse mid-management employees a maximum total of ~~\$18,000~~ **\$34,000** each fiscal year under Section 11.1. Requests for reimbursement shall be considered in the order of receipt by Human Resources of the appropriate Course Approval form by bargaining unit members. Reimbursement shall only be made in the fiscal year that the expenditure was incurred (based upon date of receipt of the final grade). This reimbursement shall be for mid-management personnel for the cost of the tuition and professional expenses pursuant to the following conditions and limitations.

- A. The proposed course of study, including titles and descriptions of individual courses, must be approved by the applicant's supervisor and by the appropriate Vice President. Approved forms will be submitted to the appropriate Human Resources Department representative.
- B. Upon completion of an approved course with a "B" or equivalent grade, the applicant must submit a copy of the grade report and proof of payment to the supervisor and appropriate Human Resources Department representative. Effective July 1, 2000 mid managers shall receive educational reimbursement compensation equal to that provided to administrative staff in the administrative policy manual, but such compensation shall not be less than \$4,800 per year for tuition reimbursement and \$75.00 in fees per course for successful completion of courses for which prior approval has been received. This reimbursement shall not exceed an accumulation of thirty-six (36) semester hours. Employees of the Association prior to July 1, 1997 shall be allowed to use up to thirty-six (36) semester hours of reimbursement, per degree. The thirty-six (36) hour cap shall be cumulative for all degree credit courses reimbursed through Triton College for employees who become members of the Association after July 1, 1997, regardless of under what Association agreement those courses are reimbursed. Courses taken for PDU credit shall not count toward the 36 hour maximum listed above, unless the courses are part of an approved degree program.
- C. Conditions for Approval.  
  
To be approved, a course must directly contribute to the knowledge, aptitude, and skills required in the performance of the mid-manager's job responsibilities. The College district must derive significant benefit from the mid-manager's completion of the course.

### 11.2 Family Scholarship

Enrollment in Triton classes shall be offered at ~~\$6~~ **\$10** per semester hour tuition to the spouse and children of a full-time employee. In the event that a chargeback cannot be obtained, out-of-district tuition will not be assessed. Fees will be waived up to a maximum of ~~\$50~~ **\$90** per course.

### 11.3 Mid-Management Enrollment in Triton Classes

Tuition for Triton courses will be free with a maximum waiver of ~~\$50~~ **\$90** in course fees per course. The free courses must be approved by the immediate supervisor pursuant to 11.1.C. If they are not of direct benefit, the tuition will be ~~\$3~~ **\$10** per semester hour. No more than ~~\$50~~ **\$90** of course fees per course will be waived.

### 11.4 Professional Development Workshops

Up to \$2,500 per fiscal year may be used for professional workshops that involve all mid-managers.

### 11.5 Professional Development Units

To further the educational attainment of the students of the College, mid-managers understand the need to maintain their own educational expertise through the completion of a minimum of three (3) credit hours in their discipline or related discipline from an accredited institution or six (6) professional development units (PDU) over the course of two (2) fiscal years.

PDU activities that are not in a mid-management member's discipline or a related discipline may be submitted to the PDU Committee for consideration. After review of the course(s) and objectives, the PDU Committee will make a recommendation to the appropriate supervisor.

- a. Participation in the Annual Mid-Management Workshop shall earn 0.5 PDU credit per workshop for a total of 1 PDU credit for every 2 years.
- b. PDU Committee shall be composed of three (3) mid-management members appointed by the Association President and two (2) administrators appointed by the College President.
  1. Professional development activities refer to activities such as courses, conferences, conventions, meetings, seminars and workshops.

2. A mid-manager may utilize budgeted travel and meeting funds and be absent to attend local, state, and national professional development activities upon the approval of:
  - a. the appropriate supervisor and administrator for in-radius travel; and
  - b. Board of Trustees for out-of-radius travel.
3. The College agrees to place a maximum of \$5,000 per fiscal year in this fund. Approval for use of these funds requires the signature of the mid-manager's supervisor, the President of the Association, and the college contract administrator. Individuals may request utilization of more than their \$400.00 allocation, but, in no event, shall the total expenditures from the fund in any fiscal year exceed the initial allocation in that year. Any unused funds will be returned to the general college fund at the end of the fiscal year.

#### 11.6 Conditions of Training

In an effort to provide training that will benefit the individual mid-management member and Triton College, it is agreed that the mid-management employee who attends an external training course or seminar that totals \$1,000 or more (inclusive of all fees, travel expenses, materials and supplies) will remain employed with Triton College for a minimum period of two (2) years following the last date of the training. Additionally, it is agreed that if the mid-management employee leaves Triton College within two (2) years of the training, the mid-management employee must reimburse Triton College for the full cost of the training including tuition, fees, travel expenses, materials and supplies and payment is further subject to the terms and conditions of "Conditions of Training."

Prior to taking the training course or seminar, the mid-manager must execute the document "Conditions of Training" (Appendix D). Training undertaken and paid for under Section 11.5 (PDU's) is not subject to these conditions, and employees pursuing training under said section shall not be asked to execute the document, "Conditions of Training."

#### 11.7 Teaching Assignments

All mid-managers may apply to teach on a part-time basis at the College. The mid-managers must meet the qualifications for teaching and be recommended by the Dean and the Human Resources Department. The course may be offered in Arts and Sciences, Career Education, or Continuing Education.

The following points will be adhered to in regard to teaching assignments of mid-managers.

- A. No more than six (6) LHE or ninety (90) contact hours per semester may be taught at Triton College by a mid-manager. ~~All teaching hours must have approval by the President prior to the first day of class.~~ **All teaching assignments must be pre-**

**approved in writing by the College President.** This approval must be made on the appropriate form for all non-teaching employees.

- B. Classes taught during the day must be approved by the mid-manager's Vice President, College President, and Board of Trustees.
- C. Classes taught during the employee's regular work hours will not be eligible for additional monetary compensation.
- D. Exceptions to the above regulations must be approved by the appropriate Vice President, College President, and Board of Trustees.
- E. Teaching assignments performed while occupying a mid-management position are temporary for the assigned course(s) only and provide no rights to future teaching assignments, seniority, or tenure.

The Human Resources Department will maintain a semester list of mid-managers who have accepted a teaching position based on the stipulations.

The formula for remuneration will be at the part-time faculty rate. It is expected that the teaching and preparation will be done in addition to the scheduled hours for regular duties and not interfere with the performance of those duties.

#### 11.8 Required Staff Development

Development of the mid-management staff will have a high priority. Either the mid-manager's immediate supervisor, the department administrator, or the President of the College may require a mid-manager to undertake specific staff development activities.

With input from the mid-managers, the College administration will develop an ongoing mid-management staff development program that will offer opportunities to mid-managers to improve the skills necessary to perform their assignment and to meet the goals of the College district.

All expenses for required staff development will be paid by the College district and will require prior approval from the area Vice President.

#### 11.9 Health and Dental Insurance

- A. Effective July 1, 2013 the health insurance co-payment will be revised through recommendation of the Employee Health Insurance Committee and as approved by 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 anytime with 180 days notice to the affected employees.

- B. Insurance coverage begins immediately; employee has 31 days from the start of employment to enroll. Otherwise the next opportunity is during Open Enrollment (towards the end of the calendar year).
- C. The Association, in consultation with other bargaining and administrative units of the College, shall be included in discussions related to all significant structural changes in the College's health insurance program.
- D. A Preferred Provider Organization (PPO) and Prescription Drug Card (employee to pay \$6 generic drugs/\$10 brand-name drugs/\$12 non-formulary) shall be a part of the health plan.
- E. Section 125 of the Internal Revenue Code may be utilized to shelter the employee contribution for healthcare coverage.
- F. Maintenance of Effort

It is the intent of the parties that the benefits provided to employees under this health insurance program shall not be diminished during the term of this Agreement. Should, however, either the state or federal government pass legislation mandating all employees/employers to participate in a national or statewide health care plan that substantially diminishes benefits for employees or substantially affects costs to employers, then it is agreed that the current health insurance program will be renegotiated and agreed to between the Association and the Board within six (6) months of when such legislation takes effect.

#### 11.10 Group Life Insurance

The Board shall pay the total premium for group term life insurance coverage equal to two (2) times each mid-manager's base salary to a maximum of \$192,000 of coverage per individual.

#### 11.11 Retirement

- A. Each mid-management retiree shall participate in the State Universities Retirement System in accordance with that system's regulations.
- B. Retirement
  - 1. All Retirement notices are irrevocable and shall be delivered in writing to the Human Resources Department.

All compensation received under this agreement is limited to an annual maximum of 5.99% in consideration of the provisions of Illinois Senate Bill 27 (SB 27) and any and all legislative enactments that may follow related thereto.

If subsequent legislative enactments permit compensation in excess of 5.99% without penalty to, or liability for the college, then such compensation shall be paid under the provisions of this agreement.

#### 11.12 IRS Section 125 Salary Reduction Program

The Board shall implement and make available to all mid-managers 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.

Each full-time employee who elects to participate in this program shall, individually, undertake and be responsible for the payment of monthly administrative costs of the program, in full, as to such full-time employees.

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



## ARTICLE XII - LEAVES

~~Fiscal Year 2018 shall serve as a grace period for implementation of monthly accrual. For the remainder of this two year agreement, the accrual shall be credited at a rate of 50% on July 1, 2018 and 50% on January 1, 2019.~~

**Accrual of leave benefits requires employees to work more than 50% of the month to receive monthly accrual of leave time and credited into the system after the 16<sup>th</sup> day of the month worked.** ~~Monthly accrual shall begin without exception on July 1, 2019. All leave time shall be accrued on the 1<sup>st</sup> day of each month worked after June 30, 2019. One (1) day equals eight (8) hours.~~

Vacation, sick and personal leave time will accrue during the probationary period for new mid-management employees. Following the successful completion of the first ninety (90) days of employment, employees are eligible to use up to fifty (50) percent of their accrued leave time (vacation, sick and personal).

All leave time; sick, vacation, personal and floaters are not earned if the employee is on leave. Employees on workers compensation do not earn floating holidays, employees must be at work to earn the day.

If employment terminates and the employee has used more leave time (vacation, sick and personal) than s/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 compensation still pending. Of, if the employee must repay, the repayment must be within sixty (60) days of the end of employment.

### 12.1 Vacation

~~A. Fiscal Year 2018 shall serve as a grace period for implementation of monthly accrual. For the remainder of this two year agreement, the accrual shall be credited at a rate of 50% on July 1, 2018 and 50% on January 1, 2019.~~

**Accrual of vacation leave benefits requires employees to work more than 50% of the month to receive monthly accrual of leave time and credited into the system after the 16<sup>th</sup> day of the month worked.** ~~Monthly accrual shall begin without exception on July 1, 2019. All leave time shall be accrued on the 1<sup>st</sup> day of each month worked after June 30, 2019. One (1) day equals eight (8) hours.~~

For all new mid-managers, hired after July 1, 2016 increases in the earned vacation leave time will be awarded on the July 1 date following the anniversary day. This leave time will not be retroactive back to completion of their anniversary.

- 1) Persons employed full-time shall receive paid vacation days/per fiscal year as follows:

From day two (2) year one (1)	Ten (10) days (80 hours) per year
From day one (1) year three (3)	Fifteen (15) days (120 hours) per year
From day one (1) year six (6)	Twenty-one (21) days (168 hours) per year

- B. Those employees who resign from the College district, or are terminated by the Board, will be awarded vacation days on the basis of the actual number of complete months worked during the year.
- C. Up to seven (7) vacation days (56 hours) earned in a fiscal year may be accumulated to a maximum of forty (40) days (320 hours).

1) Grant Employees:

Mid-managers employed on or before July 1, 2012 who are currently on grants or who may be transferred to grants shall be allowed to accumulate vacation days the same as all mid-managers employed prior to that date.

**1<sup>st</sup> year grant employees can use up to 50% of the annual vacation time allotment in advance.**

After the first year of employment, grant employees can elect to roll/bank unused vacation time up to a maximum cap of 10 days (80 hours) under the following conditions:

- a. The official notice of grant renewal must be received by the college before May 1<sup>st</sup> of the affected year.
- b. The grant employee's decision to roll/bank must be given to Human Resources via email on or before May 1 of the affected year.

- D. Upon separation from employment, vacation time accrued but not used to a maximum of forty (40) days (320 hours) shall be paid at the employee's regular salary rate (base salary at the time of separation).
- E. Upon separation from employment caused by a RIF under section 6.4, vacation time accrued but not used to a maximum of forty (40) days (320 hours) shall be paid at the employee's regular salary rate (base salary at the time of separation).
- F. Vacations will be approved only during times that will have the least effect on the performance of mid-managers' duties at the College district. Vacation requests must be approved by the immediate supervisor and then forwarded to the appropriate individual for final approval. Requests should be made as far in advance as possible to enable supervisors to honor and schedule vacations for all employees in the

department. Higher scrutiny to the requests will occur during peak registration periods of August and January. The needs of the district shall be considered when approving vacation requests. Whenever possible, the employee's requested time shall be granted.

## 12.2 Sick Leave

~~Fiscal Year 2018 shall serve as a grace period for implementation of monthly accrual. For the remainder of this two year agreement, the accrual shall be credited at a rate of 50% on July 1, 2018 and 50% on January 1, 2019.~~

**Accrual of sick leave benefits requires employees to work more than 50% of the month to receive monthly accrual of leave time and credited into the system after the 16<sup>th</sup> day of the month worked. Monthly accrual shall begin without exception on July 1, 2019. All leave time shall be accrued on the 1<sup>st</sup> day of each month worked after June 30, 2019. One (1) day equals eight (8) hours.**

After three (3) consecutive days (24 hours) of sick leave use or five (5) non-consecutive days (40 hours) of sick leave use during any six (6) month period, the College may request a certificate verifying the illness from a physician licensed in the State of Illinois.

Return to Work doctor's notes must state that the employee can return to work "without restriction" or have "full release" to return to duty. If the sick leave was utilized for the employee's family member (identified under FMLA) the return to work documentation may be any document indicating service for the affected dependent generated by the office of a physician duly licensed to practice in the State of Illinois.

### New Employees (employed on or after July 1, 1994)

Year one (1) through year five (5) = Twelve (12) days (96 hours) per year

Year six (6) or more = Fifteen (15) days (120 hours) per year

### Current Employees (employees prior to July 1, 1994)

Twenty (20) days (160 hours) per year

On July 1, each mid-manager will be credited with the number of sick days specified above. For first-year mid-managers joining the college after July 1, sick leave will be prorated on the portion of the year actually employed. Sick leave will accumulate to a maximum of 465 days/3720 hours. Such shall not accrue during approved leaves of absence.

- A. Sick leave shall be interpreted to mean illness, accident, hospitalization, doctor's appointments, quarantine of the employee or someone in his/her immediate family.

- B. An employee who will be late or absent due to sickness shall phone or otherwise notify the supervisor within one-half (1/2) hour after the starting time.
- C. 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.

Terminal reimbursement in the amount of 12.5% of unused sick days, to a maximum of 50 days, will be paid upon retirement. Terminal reimbursement will be based upon the average of the five highest years of base contractual salary. Retirement for this purpose shall be defined by the State Universities Retirement System. However, age 55 shall be the minimum age to retire and receive terminal reimbursement under this agreement. Sick days reported to SURS for the purpose of the mid-manager receiving service credit toward retirement will not be reimbursed.

### 12.3 Court Appearance

An employee may be absent to appear in court as a jury member or as a witness in an action in which he is not a litigant. Similar rights may be accorded to the employee who is officially called as a witness in an arbitration hearing. In such cases, the employee will be paid the difference between his/her regular salary and any compensation received for services.

### 12.4 Accident Covered by Workers' Compensation Insurance

An employee who is injured from events arising out of and due to the performance of his/her job and who of necessity must be absent from work shall have the following options.

- A. The employee shall receive Workers' Compensation benefits only.
- B. The employee may receive the difference between his regular pay and the amount received from Workers' Compensation limited to the amount of accrued sick leave. Sick leave will be deducted based only on the amount of remuneration received from the College district.
- D. Employees on workers comp do not earn floating holidays, employees must be at work to earn the day.

### 12.5 Personal Leave

~~Fiscal Year 2018 shall serve as a grace period for implementation of monthly accrual. For the remainder of this two year agreement, the accrual shall be credited at a rate of 50% on July 1, 2018 and 50% on January 1, 2019.~~

**Accrual of personal leave benefits requires employees to work more than 50% of the month to receive monthly accrual of leave time and credited into the system after the 16<sup>th</sup> day of the month worked.** ~~Monthly accrual shall begin without exception on July 1, 2019. All leave time shall be accrued on the 1<sup>st</sup> day of each month worked after June 30, 2019. One (1) day equals eight (8) hours.~~

~~Monthly accrual shall begin without exception on July 1, 2019. All leave time shall be accrued on the 1<sup>st</sup> day of each month worked after June 30, 2019. One (1) day equals eight (8) hours.~~

Mid-managers are entitled to three (3) days (24 hours) for personal business each fiscal year. Requests and approvals must be obtained in writing prior to the use of all business days. There will be no loss of benefits while using these days. Unused personal business days/hours will accrue as sick leave.

#### 12.6 Bereavement Leave

Mid-managers shall be allowed up to three (3) work days leave of absence with pay and benefits for a death in the immediate family. The immediate family shall include parents, spouse, brothers, sisters, children, grandparents (of employee and spouse), grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step children, legal guardians, and legal dependents. Two (2) additional days may be approved by the supervisor, if deemed appropriate. These days will be unpaid unless the employee uses available vacation, sick or personal time for the purpose of compensation.

#### 12.7 Parental Leave

- A. The term "parental leave" refers to an unpaid leave requested of the Board for the purpose of rearing a child under the age of five (5). The leave may be granted by the Board for a maximum period of one (1) year for each qualifying event as defined in the following section.
- B. Any individual requesting a parental leave must therefore apply in writing ninety (90) calendar days or more prior to the proposed commencement date of the leave, stating the reasons which, in the opinion of the mid-management applicant, warrant the granting thereof by the Board. Where ninety (90) days notice is not possible, the Board may waive this requirement and may follow the procedures for family hardship leave. The supervisor is responsible for forwarding the request to the appropriate administrator who will then submit the formal request to the Board of Trustees.
- C. A parental leave of absence may, as determined by the Board, be granted to rear a child under the age of five (5) years who is that applicant's child by birth, adoption, or whom legal guardianship has been assumed pursuant to a court order specifically and expressly so providing. Individual mid-management personnel or households

shall not be considered eligible for multiple leaves in the customary parental leave situation.

- D. All parental leaves of absence shall be without pay or other compensation, except only as expressly provided to the contrary in paragraphs F, G, and H hereof.
- E. A parental leave generally will not be granted during the individual's probationary period.
- F. Accrued benefits will be retained.
- G. Action by the Board granting the parental leave of absence shall not be effective until the terms and conditions thereof are approved and accepted by the employee.
- H. Both mothers and fathers are eligible for parental leaves. Any employee desiring a parental leave shall apply, in writing, ninety (90) days or more prior to the proposed commencement date, stating the reasons which, in the opinion of the employee, warrant the granting of the leave by the Board. The phrase "qualifying event", as used in this policy, means adoption, or assumption of legal guardianship pursuant to a court order especially or expressly so providing. The adoption, or assumption of legal guardianship of two (2) or more children at or about the same time, shall be considered one (1) qualifying event. To be eligible for parental leave, the qualifying event must occur while the employee is employed by the College district.
- I. Medical insurance coverage may be continued during the time of the parental leave; however, the cost of same must be paid by the employee. Three (3) months after the return to work the college will reimburse the employee the amount paid for medical insurance coverage during the leave.
- J. Employees on parental leave shall notify their supervisor of record of their intention to return to work no less than thirty (30) calendar days prior to the date of return. Failure to return to work at the end of the leave shall be considered a resignation. A return for a minimum of six (6) months active employment is required before a subsequent parental leave for a separate qualifying event can be granted. In no case will a second consecutive parental leave be granted immediately after a parental leave.
- K. Multiple Parental Leaves per Household

Only one parental leave shall be granted per qualifying event. However, where both parents are employed by the College district, each parent may be granted a parental leave, not to run concurrently and upon proper notice, up to a total of one (1) year for both leaves combined. For example, the mother may be granted up to six (6) months leave followed by the father receiving up to six (6) months leave or one (1) parent may be granted up to the full year's leave for the qualifying event.

## 12.8 Leave for Personal Reasons and/or Family Hardship

Upon the recommendation of the College President, the Board of Trustees may permit members of the mid-management staff to take unpaid leaves not in excess of one (1) year in length for rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families. In considering whether to recommend leaves, the President shall take the following factors into account and shall report them to the Board when recommending such leaves.

- A. Length of time staff member has served at Triton College.
- B. Benefits which would result for the College system.
- C. Expectation of the individual to return to Triton College.
- D. Bereavement.

Individuals on an approved leave may return to the same position or an equivalent position at the discretion of the administration on completion of the leave.

Employees on an approved leave will notify the Business Office if they wish to purchase employee benefits during the period of the leave. Unless the Business Office is otherwise notified by the employee, the benefits will terminate during the period of leave.

## 12.9 Holidays

- A. Paid holidays for mid-management personnel are as follows.

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  
Christmas Day

When a regular holiday falls on a Saturday, the preceding day shall be observed. Should it fall on a Sunday, the following work day will be celebrated. Religious holidays not listed above may be taken as personal use leave with prior approval of

the supervisor. 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/her sick leave.

\*If an academic calendar is approved which includes one (1) or more of the above listed days as teaching days, an equivalent number of floating holidays will be granted. The procedure for taking a floating holiday will be the same as requesting a vacation day and must be taken in the fiscal year in which it was earned.

Employees on workers comp do not earn floating holidays, employees must be at work to earn the day.

The Board reserves the right to remove holidays from the holiday calendar. In this event, one additional floating holiday shall be added for each day removed.

B. Christmas Holiday

Mid-managers shall be granted paid "time off" from Christmas Eve Day through New Year's Day. Mid-managers shall be assured three (3) days of "time-off" during this period, in addition to the dates of the holidays.



## **ARTICLE XIII - MID-MANAGEMENT PERSONNEL COMPENSATION**

### **13.1 Salary**

~~Each mid-manager shall receive a salary increase of 2.50% for the fiscal year 2018 effective October 9, 2017.~~

~~Effective July 1, 2018 each mid-manager shall receive a salary increase of 2.50% for the fiscal year 2019.~~

~~The Administration, at its option, may implement mandatory direct deposit.~~

**This is a three (3) year contract; effective upon implementation.**

**Each mid-manager will receive a salary increase of 4.00% for the fiscal year 2020 effective September 30, 2019.**

**Each mid-manager will receive a salary increase of 4.00% for the fiscal year 2021 effective July 1, 2020.**

**Each mid-manager will receive a salary increase of 4.00% for the fiscal year 2022 effective July 1, 2021.**

Mid-managers employed after January 1 are not eligible until the following January 1 for a salary increase.

All compensation received under this agreement is limited to an annual maximum of 5.99% in consideration of the provisions of Illinois Senate Bill 27 (SB 27) and any and all legislative enactments that may follow related thereto.

If subsequent legislative enactments permit compensation in excess of 5.99% without penalty to, or liability for the college, then such compensation shall be paid under the provisions of this agreement.

### **13.2 Initial Salary Placement**

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.

When a candidate has demonstrated excellence in a similar position and has a salary history that may indicate a higher placement, the immediate supervisor may recommend placement above the minimum starting salary but not to exceed the maximum starting salary to the appropriate Vice President, then to the College President, and then to the Board of Trustees

for its approval or rejection. In such a case, the association will be notified of the recommendation.

### 13.3 Promotions

- A) Employees who are approved by the Board of Trustees for promotion from one (1) mid-management position to another of a higher grade, or from a classified position to a mid-management position at a higher salary level will receive a salary increase of ten percent (10%) or the minimum of the new grade, whichever is greater.

If a promotion is given, the new salary will be effective the pay period following formal approval by the Board of Trustees.

### 13.4 Ten Percent Salary Adjustments For Temporary Assignments

Temporary assignments and salary adjustments must be approved by the Board of Trustees prior to mid-managers accepting additional responsibilities and prior to receiving additional compensation. Temporary salary adjustments shall be made as per the following guidelines.

- A. The mid-manager must perform the job responsibilities of a higher level position which is normally paid at a higher rate than the mid-manager's regular position. The higher level position must be vacant due to termination of employment, an approved medical leave, parental leave, any other unpaid leave, or college reorganization.
- B. Any mid-manager working temporarily in a position with a higher pay range must first have the signed approval of the area Vice President and the Associate Vice President of Human Resources.
- C. Increases will only be approved if the employee performs a preponderance of the duties of the higher classification in addition to performing responsibilities of their current job.
- D. Approval for ten percent (10%) temporary increases for the mid-manager affected must be approved by the Board of Trustees prior to receiving additional compensation.
- E. All temporary increases will be limited to a maximum of one (1) month and will be reviewed by the Board at its monthly meeting. If the Board acts to take away temporary assignment pay from an employee, the Board shall return the employee to his/her original position and job duties.
- F. 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 if approved by the Board of Trustees. Only one person may receive this additional compensation per vacant

position. The Board of Trustees must approve this additional compensation and specify the duration of the additional compensation in this paragraph, which may exceed the one-month limitation set forth in Paragraph E above.

#### 13.5 Master's Degree Adjustment

An employee who obtains or has obtained a Master's Degree or higher shall receive a one time permanent addition of \$500 to be added to his/her base salary. An employee hired after the signing of the Agreement shall receive the \$500 adjustment at the end of his/her initial probationary period. Official college transcripts must be submitted to the Human Resources Department for inclusion in the employee personnel file.

## **ARTICLE XIV - MISCELLANEOUS**

### **14.1 Consulting**

A mid-management member may be absent a maximum of two (2) days per year for professional consulting assignments. All requests must be approved in writing prior to the consulting. Leaves for consulting must be requested through the appropriate administration and approved by the President.

### **14.2 Grant Personnel**

Because the conditions of granting agencies vary, persons employed under grants will typically be under different conditions than regularly employed personnel.

Every effort will be made to provide benefits comparable to regularly employed personnel. In some cases, salary placement may be higher than would be the case with other new personnel because of the temporary nature of the grant. In no case will benefits extend beyond the grant expiration date.

### **14.3 Employees under External Sub-Contracts**

Because the conditions of sub-contracting to external agencies vary, persons employed under sub-contract through Triton College, (e.g. General Motors) will typically be under different conditions than regularly employed personnel.

Every effort will be made in the contract with the sub-contracting agency, to provide benefits comparable to regularly employed personnel. In some cases, salary placement may be higher or lower than would be the case with other new personnel because of the fluid nature of the sub-contracting agencies. In no case will benefits and employment extend beyond employment by the sub-contracting agency or beyond the sub-contract expiration date.

### **14.4 Ergonomics**

Upon request from employees, the College shall provide ergonomic wrist rests, wristbands, footrests, keyboards and/or chairs.

## **ARTICLE XV - CONFORMITY TO LAW**

If any provision of this Agreement is or shall at any time be contrary to or unauthorized by law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law.

In the event that any provision of this Agreement is or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

If there is any conflict between the provisions of this Agreement and any affirmative action obligations imposed on the Board by a federal or state statute, the affirmative action obligations of such federal or state statute shall prevail.

## **ARTICLE XVI - PRECEDENCE OF AGREEMENT**

The parties agree that the Agreement shall supersede any provisions of Board Policy or rules or departmental or College work rules that differ with this Agreement.

## **ARTICLE XVII - 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 require collective bargaining and 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 XVIII - 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 mid-management 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 XIX - TERM OF AGREEMENT**

This Agreement shall be effective as of ~~October 9, 2017~~ **upon implementation** and shall continue in full force and effect through ~~June 30, 2019~~ **June 30, 2022**. Thereafter, it shall continue in full force and effect unless either party gives the other party at least thirty (30) days written notice.

## **ARTICLE XX - PRINTING AND DISTRIBUTION OF AGREEMENT**

Copies of this signed Agreement shall be printed by the Board in quantities required for members of the Association plus the number required for the college.

The Board shall deliver the copies of this Agreement allocated for mid-management to the President of the Mid-Management Association.

The Association shall be responsible for distributing the copies of this Agreement as well as any subsequent related documents to its membership.

## **ARTICLE XXI - WRITTEN NOTICE**

Any notice of contractual matters requiring Board action on this Agreement shall be by certified mail, return receipt requested, and shall be completed by and at the time of said mailing. Written notice may also be served by personal delivery of such notice. Proof of such service shall only be by production of a receipted copy of such notice indicating the date of receipt and bearing the signature of a person authorized to so receive such notice.

Notice sent by the Board or the college to the Association shall be addressed as follows:

Triton College Mid-Management Association President  
Cook County College Teachers Union  
AFT, Local 1600  
Triton College  
2000 5th Avenue  
River Grove, IL 60171

Notices sent by the Association to the Board or the college shall be addressed as follows:

The Board of Trustees  
Triton College  
2000 5th Avenue  
River Grove, IL 60171

or

Office of the President  
Triton College  
2000 5th Avenue  
River Grove, IL 60171

Notice sent by the Board or the college to a mid-manager of the college covered by this agreement shall be addressed to the mid-manager at the address last listed in the records of the Office of Human Resources.

Either party may, by like written notice, change the address to which such notice is to be given.

## APPENDIX A

Salary Chart for New Employees FY 2018/FY 2019		
Level	Minimum Starting Salary	Maximum Starting Salary
G	\$ 69,243	\$ 77,424
H	\$ 65,597	\$ 73,348
I	\$ 61,956	\$ 69,611
J	\$ 56,486	\$ 63,467
K	\$ 51,020	\$ 57,325
L	\$ 47,375	\$ 53,488
M	\$ 43,733	\$ 49,377
N	\$ 40,088	\$ 45,264

## **APPENDIX B**

### **MID-MANAGEMENT POSITIONS BY LEVEL**

#### **LEVEL G**

Senior Network Analyst

#### **LEVEL H**

Assistant Director, Finance  
Contract and Physical Property Manager  
Director, Career Services

#### **LEVEL I**

Director, Child Development Center  
Director, Health Services  
Director, Library System and Technical Services  
Director, Purchasing and Voice Communications  
Director, Television and Radio Production and Broadcasting

#### **LEVEL J**

Assistant Director, Financial Aid  
Coordinator, Health Learning Resource Center  
Director, Adult Education Curriculum and Programming  
Director, Adult Education Faculty and Instruction  
Director, Athletics  
Manager, Continuing Education for Health Care Professionals  
Network Analyst  
Senior Accountant

#### **LEVEL K**

Assistant Director, Admissions Services  
Assistant Director, Career Services  
Associate Director, Systems Operations  
Coordinator, Admissions and Records  
Coordinator, Call Center  
Coordinator, Welcome Center  
Director, Academic Success Center  
Director, Center for Students with Disabilities  
Director, Dual Credit/Dual Enrollment  
Director, Information Technology Services  
Director, Student Services  
Director, Student Support Services  
Director, Testing Center  
Manager, Construction

Sales Consultant-Business and Economic Development  
Senior Training and Assessment Specialist  
Web Systems Analyst

**LEVEL L**

College Relations Associate  
Coordinator, Athletic Academics  
Coordinator, Athletic Facilities  
Coordinator, Center for Access & Accommodative Services  
Decision Support Specialist  
Director, Westlake Foundation  
Manager, Bursar's Office  
Student Success Strategist

**LEVEL M**

Completion and Transitions Specialist  
Coordinator, Continuing Education  
Coordinator, Cooperative Education  
Director, Retired Senior Volunteer Program  
Instructional Designer  
Manager, Adult Education Testing  
Manager, Data and Information  
Manager, Educational Technology Resource Center  
Network/Project Analyst  
Planetarium Educator  
Training and Assessment Specialist

**LEVEL N**

Student Success Advisor

**NOT BARGAINED FOR POSITIONS (Exempts)**  
**(Not governed by the terms and conditions of this negotiated agreement.)**

Associate Director, Facilities  
Coordinator, Public Relations  
Coordinator, Recruitment & Training  
Director, Cernan Space Center  
Executive Assistant to the President  
Human Resources Generalist  
Human Resources Specialist  
Manager, Human Resources  
Manager, Payroll  
Police Chief  
Secretary to the Board of Trustees  
Security Analyst  
Senior Data Analytics Specialist  
Senior Research Associate

Senior Systems Analyst  
Senior Systems Analyst/Object Oriented Programmer

TRITON COLLEGE  
DISTRICT #504

SCHEDULE B42.05  
VOLUME XLI  
November 19, 2019

Snow Removal Service – FY20

4 firms submitted bids for the Snow Removal service – FY20. 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 1:30 p.m. local time, Friday, October 4, 2019, the bids were publicly opened and read aloud in room A-300 by Nancy Schafer, Purchasing, and John Lambrecht, O & M, and witnessed by representatives from Snow Plus, Beary Landscape, Diaz Group, Tovar Snow Professionals, Premier Service & North American Snow.

It is recommended that the Board of Trustees accept the proposal submitted by Tovar Snow Professionals in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

COMPANY

NET COST

Tovar Snow Professionals  
195 Penny Avenue  
East Dundee, IL 60118

\$300,000.00

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	02-70300510-530400015
A/C Name	Ground Maintenance
Budget	\$ 445,000.00
Prev. Expend.	\$ 120,847.00
Schedule	\$ 300,000.00
Balance	\$ 24,153.00



## Memorandum

October 23, 2019

To: Sean Sullivan  
V.P. Business Services

From: John Lambrecht  
Associate Vice President, Facilities



RE: Snow Removal Service – FY20



Operations & Maintenance

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Triton College received 4 bids from vendors for the Snow Removal Service – FY20.

The lowest, qualified bidder was Tovar Snow Professionals in the Amortized Bid amount of \$166,316.00.

The Amortized Bid Amount is based on Bid Amounts per snow clearing and salting multiplied by FY19 actual occurrences. Additional amount is reflected on Purchasing Schedule to account for additional snow / salt occurrences that may occur in FY20 season.

I have carefully reviewed all bids and recommend that the bid should be awarded to Tovar Snow Professionals in the amount of \$300,000.00.

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

John

**Snow Removal Service - FY20  
Bid Spreadsheet**

Company	Tovar	Beary	Snow Plus	Diaz Group
Bid Bond Received	Yes	Yes	No	No
Addendum Acknowledged	Yes	Yes	No	Yes
Equipment List Submitted / Acceptance	Yes	Yes	No	Yes
Referral List Submitted / Acceptance	Yes	Yes	Yes	Yes

Full Lot, Roadway, and Sidewalk Clearing				
1" to 2"	\$5,166.00	\$9,985.00	\$6,340.00	\$4,000.00
2.1" to 4"	\$5,740.00	\$12,980.00	\$7,849.00	\$4,800.00
4.1" to 6"	\$5,740.00	\$15,575.00	\$9,440.00	\$5,800.00
6.1" to 8"	\$5,740.00	\$18,690.00	\$11,690.00	\$7,000.00

Roadway and Sidewalk Clearing				
1" to 2"	\$2,857.00	\$8,780.00	\$3,955.00	\$3,000.00
2.1" to 4"	\$3,175.00	\$11,415.00	\$4,995.00	\$3,600.00
4.1" to 6"	\$3,175.00	\$13,690.00	\$6,050.00	\$4,320.00
6.1" to 8"	\$3,175.00	\$16,430.00	\$7,570.00	\$5,500.00

Roadway and Lot Salt Application. Provide Salt Ratio.	\$2,150.00	\$4,165.00	\$2,995.00	\$3,200.00
	300# Per Lane Mile	33 Tons	.5 Ton / Acre	

Sidewalk Salting Application	\$2,720.00	\$3,660.00	\$2,940.00	\$3,200.00
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Salting Total	\$4,870.00	\$7,825.00	\$5,935.00	\$6,400.00
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Cost per hour for sidewalk clearing for drift and other miscellaneous clearing.	\$32.00	\$32.00	\$40.00	\$50.00
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Cost per hour for road and lot clearing for drift and other miscellaneous clearing.	\$95.00	\$70.00	\$125.00	\$120.00
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Cost per ton for road and lot salting for miscellaneous salting.	\$150.00	\$135.00	\$150.00	\$200.00
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Cost per bag for sidewalk salting for miscellaneous salting. Indicate bag size.	\$36.00	\$25.00	\$39.00	\$45.00
	50# Bag	50# Bag	50# Bag	

Cost per hour for spreading of Triton Road and Lot Salt	\$85.00	\$85.00	\$195.00	\$125.00
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Cost per hour for spreading of Triton Sidewalk Salt	\$32.00	\$32.00	\$45.00	\$50.00
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Cost per Hour for Equipement with Driver of list below:				
Plow Truck with Blade	\$115.00	\$70.00	\$90.00	\$110.00
Long Blade	\$115.00	\$80.00	\$40.00	\$120.00
Loader	\$195.00	\$145.00	\$180.00	\$250.00
Loader Scraping	\$195.00	\$145.00	\$40.00	\$250.00
Dump Truck	\$115.00	\$105.00	\$140.00	\$120.00
Grader	\$245.00		\$170.00	\$250.00

Dump Fees for Off Site Dumping	\$95.00	\$350.00	T/M	\$100.00
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Snow Removal Service - FY20  
Amortized Bid Tabulation

Option #1 Contractor Performs All Snow / Salting Services

Summary		Tovar		Beary		Snow Plus		Diaz Group	
		Cost Per		Cost Per		Cost Per		Cost Per	
Saltings	58	\$4,870.00	\$282,460.00	\$7,825.00	\$453,850.00	\$5,935.00	\$344,230.00	\$6,400.00	\$371,200.00
1 - 2"	6	\$5,166.00	\$30,996.00	\$9,985.00	\$59,910.00	\$6,340.00	\$38,040.00	\$4,000.00	\$24,000.00
2.1 - 4"	5	\$5,740.00	\$28,700.00	\$12,980.00	\$64,900.00	\$7,849.00	\$39,245.00	\$4,800.00	\$24,000.00
4.1 - 6"	3	\$5,740.00	\$17,220.00	\$15,575.00	\$46,725.00	\$9,440.00	\$28,320.00	\$5,800.00	\$17,400.00
6.1 - 8"	2	\$5,740.00	\$11,480.00	\$18,690.00	\$37,380.00	\$11,690.00	\$23,380.00	\$7,000.00	\$14,000.00
		\$370,856.00		\$662,765.00		\$473,215.00		\$450,600.00	

Option #2 Contractor Performs All Overnight Snow Services and Salting After Each Snow Clearing.

Triton would perform all road and sidewalk clearing while classes are in session and all salt only applications in house.

Summary		Tovar		Beary		Snow Plus		Diaz Group	
		Cost Per		Cost Per		Cost Per		Cost Per	
Saltings	16	\$4,870.00	\$77,920.00	\$7,825.00	\$125,200.00	\$5,935.00	\$94,960.00	\$6,400.00	\$102,400.00
1 - 2"	6	\$5,166.00	\$30,996.00	\$9,985.00	\$59,910.00	\$6,340.00	\$38,040.00	\$4,000.00	\$24,000.00
2.1 - 4"	5	\$5,740.00	\$28,700.00	\$12,980.00	\$64,900.00	\$7,849.00	\$39,245.00	\$4,800.00	\$24,000.00
4.1 - 6"	3	\$5,740.00	\$17,220.00	\$15,575.00	\$46,725.00	\$9,440.00	\$28,320.00	\$5,800.00	\$17,400.00
6.1 - 8"	2	\$5,740.00	\$11,480.00	\$18,690.00	\$37,380.00	\$11,690.00	\$23,380.00	\$7,000.00	\$14,000.00
		\$166,316.00		\$334,115.00		\$223,945.00		\$181,800.00	

Above Summary is based on FY19 Snow Season Actuals.

Snow Plus and Diaz Group are Non Compliant Bids due to lack of Bid Bond.

Continuing Ed Guide – Spring 2020

The following firms have been invited to submit bids for printing the Spring 2020 Continuing Ed Guide. An advertisement for bid was placed in the Chicago Tribune-west cook county zone. Immediately after the closing hour for receiving bids which was 1:00 p.m., local time, Thursday, October 24, 2019, they were publicly opened and read aloud in room A 300. Bids were opened by Nancy Schafer, Purchasing Assistant, and witnessed by Jim Reynolds, Executive Director of Finance.

COMPANY  
K.K. Stevens Publishing Co.  
100 N Pearl Street  
Astoria, IL 61501

NET COST  
\$21,349.72

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

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan  
Vice President - Business Services

A/C Number	01-80100535-540200005
A/C Name	AVP Strategic Marketing -Printing
Budget	\$200,000.00
Prev. Expend.	115,484.64
Schedule	21,349.72
Balance	\$63,165.64

DISTRIBUTION:

B.

## MEMORANDUM

**To: Sean Sullivan**

**From: Sam Tolia**

**Date: 10/24/19**

**Re: Bid Results**

Two printers submitted a bid for the printing of the Triton College Spring CE guide 2020. These bids are based on printing 141,000 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:

Woodward Printing	\$22,958
KK Stevens Publishing	\$21,349.72

Accepting the bid from KK Stevens Publishing is recommended.

Continuing Ed Guide - Spring 2020

Company Name:	K.K Stevens Publishing Co.	Woodward Printing Services
141,000 copies, 60 pages plus cover	\$ 21,349.72	\$ 22,958.00
Additional signatures + 4	\$ 1,314.66	\$ 683.00
+ 8	\$ 2,773.22	\$ 1,467.00
+ 16	\$ 4,098.27	\$ 2,839.00
less signatures - 4	\$ -	\$ 683.00
- 8	\$ 978.65	\$ 1,366.00
- 16	\$ 12,432.90	\$ 2,839.00
additional M's	\$ 136.14	\$ 150.00
Ink: Cover: 4 color (process)	Included	Included
Body: 1 color (black)	Included	Included
Paper: Cover: 80# Gloss enamel	Included	Included
Body: 30# newsprint	Included	Included
Bindery	Included	Included
Copy	Included	Included
Proofs	\$30 each additional	Included
Inserts - Per 1,000	\$ 30.00	\$ 25.00
Delivery	Included	Included
Simplified mailing	Included	Included
Total	\$ 21,349.72	\$ 22,958.00

## SPECIFICATIONS

### NAME

Spring 2020 Triton College Continuing Ed Guide

### PAGES

60 page plus cover; quote cost of plus or minus four-page signatures.

### QUANTITY

141,000; give price for additional M's.

### SIZE

Tabloid format; 8 1/4" x 10 7/8", saddlestitch.

### INK

Cover: 4C process (includes BC, IFC, IBC). Body: Two color (Black and PMS)

### 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. 10, 2019.

### PROOFS

At least one complete electronic proof (PDF) of the complete job is to be submitted to Triton College for approval before printing.

### INSERTS

Inserts may be required. Please provide a cost per thousand.

### MAILING/DELIVERY

140,500 copies to be prepared for simplified mailing and delivered approximately Dec. 27, 2019, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

## **MAILING/DELIVERY**continued

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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](mailto:LSILVEST@TRITON.EDU) OR (708)456-0300 EXT 3812.

## **STORAGE**

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500 schedules need to be stored until Jan. 2, 2020.

## **2ND DELIVERY**

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500 schedules are to be delivered approximately Jan. 2, 2020, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal.

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



## 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  
1400 S Wolf Road Ste 102  
Wheeling, IL 60090

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

Kevin Bryan Company  
P.O. Box 470070  
Celebration, FL 34747

Journal Topics/Wessell Web  
622 Graceland Ave  
Des Plaines, IL 60016

Blue Island Newspaper Printing, Inc,  
262 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

Midstates Inc  
4820 Capital Ave NE  
Aberdeen, SD 57401

HIA Equipment

The following firms have been invited to submit bids for HIA Equipment. An advertisement for bid was placed in the Chicago Tribune-west cook county zone. Immediately after the closing hour for receiving bids which was 1:00 p.m., local time, Tuesday, October 29, 2019, they were publicly opened and read aloud in room A 300. Bids were opened by Nancy Schafer, Purchasing Assistant, and witnessed by Jim Reynolds, Executive Director of Finance, and a representative from Boelter Company.

COMPANY	NET COST
Douglas Equipment 301 North Street Bluefield, WV 24701 (Combi Oven & Tilting Skillet)	\$32,791.78
Katom Restaurant Supply 306 Katom Dr. Kodak, TN 37764 (Dishwasher)	5,200.00

It is recommended that the Board of Trustees accept the proposals submitted by Douglas Equipment and Katom Restaurant Supply in accordance with their low specified bid. These items were competitively bid according to state statutes.

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan  
Vice President - Business Services

A/C Number	06-10205003-580600005
A/C Name	HIA Perkins
Budget	\$37,000.00
Prev. Expend.	0.00
Schedule	37,000.00
Balance	\$0.00

A/C Number	01-10200550-580600005
A/C Name	HIA Equipment
Budget	\$992.00
Prev. Expend.	0.00
Schedule	991.78
Balance	\$0.22

DISTRIBUTION:

B.

# memo

## Triton College

To: Jim Reynolds  
From: Ms. Denise Smith-Gaborit  
CC: Nancy Schafer  
Date: October 30, 2019  
Re: Perkin's Grant equipment purchase

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I approve of the equipment purchase of the Hobart Dishwasher LXEH2 to KaTom Restaurant Supply and the purchase of the Rational Combi Oven model B628206.19E and Vulcan tilt skillet Model VG30 to Douglas equipment per the approved Perkin's Grant FY 2020. Thank you.

Sincerely,



Denise Smith-Gaborit

Coordinator Hospitality Program

Triton College

	Boelter	Douglas Equipment	Katom Restaurant Supply
<b>COMBI OVEN, GAS</b>			
1 RATIONAL Model No. B628206.19E (QUICK SHIP) (SCC 62NG) SelfCooking Center® Combi Oven/Steamer, natural gas, iCookingControl with 7 modes, HiDensityControl®, iLevelControl, Efficient CareControl, Combi-Steamer with 3 modes (6) 18"x26" or (12) 12"x20" pan capacity, core temp probe with 6 point measurement, hand shower with automatic retracting system, ship: with (3) grid shelves, ethernet interface, 106,000 BTU, 208v/60/1-ph, 3.7 amps, NEMA 6-15P (dual voltage: retrofitable to 240v/60/1-ph, 3.21 amps), cCSAus, NSF, IPX5, ENERGY STAR® 2 years parts and labor, 5 years steam generator warranty	\$ 15,609.00	\$ 18,120.00	\$ 15,050.00
1 CAP Chef Assistance Program, a RATIONAL certified Chef conducts 4 hours/location specialized application training with personnel	Included	Included	Included
1 9999.9951 RCI Rational Certified Installation, new certified installation	\$ 1,080.00	Included	\$ 1,050.00
1 9999.9812 Pre-Installation Site Survey, ensures that the site has proper space and connections for gas, electric, drain & water	\$ 216.00	Included	\$ 210.00
1 8720.1560US Installation Kit, for gas sec WE/CMP 101G (120/60/lph); gas sec WE/CMP 62G (208-240/60/lph); gas sec WE/CMP 61G (120/60/lph)	\$ 618.00	Included	\$ 600.00
1 1900.1154US Water Filtration Single Cartridge System, for any single Combi model or Combi-Duo models XS/XS, 61/61 or 61/101, includes: (1) single head with pressure gauge, R95H filter & filter installation kit	\$ 353.00	Included	\$ 340.00
1 9999.8448 RCI Rational Certified Installation	\$ 189.00	Included	\$ 185.00
1 56.00.210A Cleaner tablet without Phosphorus	\$ 60.00	Included	\$ 60.00
1 56.00.562 Care Tablets, bucket of 150 packets	\$ 76.00	Included	\$ 75.00
1 60.30.332 UG II Mobile Oven Stand, 14 supporting rails, side panels and top closed, rear panel open, height 26-3/8", stainless steel	\$ 1,153.00	Included	\$ 1,130.00
Freight or other charges			\$ 200.00
<b>Total</b>	<b>\$ 19,354.00</b>	<b>\$ 18,120.00</b>	<b>\$ 18,900.00</b>
<b>TILTING SKILLET BRAISING PAN, GAS</b>			
1 Vulcan Model No. VG30 Tilting Skillet Braising Pan, Gas Braising Pan, Gas, 30-gallon capacity, 36" wide open base, manual tilt, 9" deep stainless steel pan with gallon markings, pouring lip & removable strainer, spring assist cover with drip edge, pan holder, solid state control, includes L faucet bracket, electric ignition, 12" stainless steel legs with adjustable flanged feet, 90,000 BTU, CSA Flame, CSA Star, UL EPH Classified Natural gas 120v/60/1-ph, 9.0 amps, cord & plug	\$ 15,912.00	\$ 14,671.78	\$ 15,650.00
1 1 year limited parts & labor warranty	Included	Included	Included
1 SGLTS 12NZL SINGLE Pantry Deck-Mount Faucet, 12" swivel spout, includes 4" and 12" riser, NSF and Lead Reduction Compliant	\$ 256.00	Included	\$ 245.00
1 CASTERS BP Set of 4 adjustable casters - 2 locking	\$ 448.00	Included	\$ 470.00
Freight or other charges			\$ 88.00
<b>Total</b>	<b>\$ 16,616.00</b>	<b>\$ 14,671.78</b>	<b>\$ 16,453.00</b>
<b>DISHWASHER, UNDERCOUNTER</b>			
1 Hobart Model No. LXEH-2 LXe Dishwasher, undercounter, 23-15/16"W x 25-9/16"D x 32-15/16"H, high temperature sanitizing, (32) racks/hr, fresh water rinse, .74 gal/rack, delime notification, auto chemical priming, service diagnostics, detergent & rinse aid pump, 120/208-240(3W)/60/1-ph, 30.5 amps, cULus, NSF, ENERGY STAR®	\$ 6,551.00	\$ 5,301.70	\$ 5,200.00
1 Standard warranty- 1-Year parts, labor & travel time during normal working hours	Included	Included	Included
Freight or other charges			
<b>Total</b>	<b>\$ 6,551.00</b>	<b>\$ 5,301.70</b>	<b>\$ 5,200.00</b>
<b>Grand Total</b>	<b>\$ 42,521.00</b>	<b>\$ 38,093.48</b>	<b>\$ 40,553.00</b>

Bid Specifications - HIA Equipment

Vendor Name \_\_\_\_\_

**COMBI OVEN, GAS**

1 RATIONAL Model No. B628206.19E (QUICK SHIP) (SCC 62NG) SelfCooking Center® Combi Oven/Steamer, natural gas, iCookingControl with 7 modes, HiDensityControl®, iLevelControl, Efficient CareControl, Combi-Steamer with 3 modes (6) 18"x26" or (12) 12"x20" pan capacity, core temp probe with 6 point measurement, hand shower with automatic retracting system, ships with (3) grid shelves, ethernet interface, 106,000 BTU, 208v/60/1-ph, 3.7 amps, NEMA 6-15P (dual voltage: retrofitable to 240v/60/1-ph, 3.21 amps), cCSAus, NSF, IPX5, ENERGY STAR® 2 years parts and labor, 5 years steam generator warranty	
1 CAP Chef Assistance Program, a RATIONAL certified Chef conducts 4 hours/location specialized application training with personnel	
1 9999.9951 RCI Rational Certified Installation, new certified installation	
1 9999.9812 Pre-Installation Site Survey, ensures that the site has proper space and connections for gas, electric, drain & water	
1 8720.1560US Installation Kit, for gas sec WE/CMP 101G (120/60/lph); gas sec WE/CMP 62G (208-240/60/lph); gas sec WE/CMP 61G (120/60/lph)	
1 1900.1154US Water Filtration Single Cartridge System, for any single Combi model or Combi-Duo models XS/XS, 61/61 or 61/101, includes (1) single head with pressure gauge, R95H filter & filter installation kit	
1 9999.8448 RCI Rational Certified Installation	
1 56.00.210A Cleaner tablet without Phosphorus	
1 56.00.562 Care Tablets, bucket of 150 packets	
1 60.30.332 UG II Mobile Oven Stand, 14 supporting rails, side panels and top closed, rear panel open, height 26-3/8", stainless steel	
Freight or other charges	
<b>Total</b>	

**TILTING SKILLET BRAISING PAN, GAS**

1 Vulcan Model No. VG30 Tilting Skillet Braising Pan, Gas Braising Pan, Gas, 30-gallon capacity, 36" wide open base, manual tilt, 9" deep stainless steel pan with gallon markings, pouring lip & removable strainer, spring assist cover with drip edge, pan holder, solid state control, includes L faucet bracket, electric ignition, 12" stainless steel legs with adjustable flanged feet, 90,000 BTU, CSA Flame, CSA Star, UL EPH Classified Natural gas 120v/60/1-ph, 9.0 amps, cord & plug	
1 1 year limited parts & labor warranty	
1 SGLTS 12NZL SINGLE Pantry Deck-Mount Faucet, 12" swivel spout, includes 4" and 12" riser, NSF and Lead Reduction Compliant	
1 CASTERS BP Set of 4 adjustable casters - 2 locking	
Freight or other charges	
<b>Total</b>	

**DISHWASHER, UNDERCOUNTER**

1 Hobart Model No. LXEH-2 LXe Dishwasher, undercounter, 23-15/16"W x 25-9/16"D x 32-15/16"H, high temperature sanitizing, (32) racks/hr, fresh water rinse, .74 gal/rack, delime notification, auto chemical priming, service diagnostics, detergent & rinse aid pump, 120/208-240(3W)/60/1-ph, 30.5 amps, cULus, NSF, ENERGY STAR®	
1 Standard warranty- 1-Year parts, labor & travel time during normal working hours	
Freight or other charges	
<b>Total</b>	
Any additional discount for ordering all units	
<b>Grand Total</b>	

**Notes to Bidders:**

- (1) Where proprietary names are specified no alternates or substitutes are acceptable.
- (2) Award to be made on a line item or total lump sum basis; whichever is advantageous and in the best interests of the College.
- (3) The College reserves the right to accept or reject any or all parts of this bid.
- (4) Triton College is a non-for-profit institution; tax exempt letter to be supplied to the successful bidder.

## Mailing List

KaTom Restaurant Supply, Inc.  
305 KaTom Dr  
Kodak, TN 37764

Edward Don & Company  
9801 Adam Don Pkwy  
Woodridge, IL 60517

Alliance Foodservice Equipment  
1345 S Ashland Ave  
Chicago, IL 60608

MPM Food Equipment  
236 Egidi Dr A  
Wheeling, IL 60090

Boelter Companies  
N22W23685 Ridgeview Pkwy  
Waukesha, WI 53188

Central Restaurant Products  
7750 Georgetown Rd  
Indianapolis, IN 46268

TriMark Marlinn  
6100 West 73<sup>rd</sup> Street  
Bedford Park, IL 60638