



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, December 17, 2019**

- I. CALL TO ORDER** December 17, 2019 at 6:30 p.m.  
Boardroom – A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LVI**  
[Minutes of the Audit Committee \(Committee of the Whole\) of  
November 19, 2019, No. 6](#)  
[Minutes of the Regular Board Meeting of November 19, 2019, No. 7](#)  
[Minutes of the Board Retreat of November 19, 2019, No. 8](#)
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
  - A. [Board Policy – First Reading  
Governance  
1166 Board Evaluation](#)  
  
[Student Affairs  
5902 Athletic Tuition Waiver](#)

B. Action Exhibits

16383 Resolution Abating Taxes Levied for Debt Service on Series 2014 & 2015 General Obligation Bonds

16384 2019 Tax Levy

16385 Certification of Compliance with Truth in Taxation Act

16386 Budget Transfers

16387 Beverage and Sponsorship Agreement with Pepsi Beverages Company

16388 Sound Incorporated Lenel Premise Alarm System Update Agreement

16389 2020 PayFlex FSA Administrative Services Fees

16390 2020 Triton College Health Benefit Plan (Blue Cross Blue Shield PPO) Employee Co-Premium Rates

16391 Memorandum of Understanding with the Illinois Brotherhood of Electrical Workers (IBEW) Renewable Energy Fund, Inc.

16392 Independent Contractor Agreement #2 with Fredrick Stanley

16393 College Curriculum Committee Recommendations, December 2019

C. Purchasing Schedules

D. Bills and Invoices

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

F. Human Resources Report

Offer Position/Administrative Contract Approval\*

3.1.01 Lee Jackson, Executive Director of Work Force Equity Initiative

3.2.01 Hilary Meyer, Dean of Academic Success

**XIV. COMMUNICATIONS – INFORMATION**

A. Human Resources Information Materials

B. Informational Material

**XV. ADJOURNMENT**

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

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the Audit Committee, a Committee of the Whole, of the Board of Trustees to order in the Boardroom at 6:52 p.m. Following the Pledge of Allegiance, roll call was taken.

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

**CITIZEN PARTICIPATION**

None.

**AUDIT COMMITTEE**

Christine Torres from the auditing firm of Crowe LLP reported that the Board has received the final audit documents, and that this year's audit went very well. The audit reflects no exceptions, no material weaknesses, no deficiencies, and no findings to report. All numbers reported were found to be correct and accurate, and no adjustments were made. The Business Office and Financial Aid staff were thanked for their efforts.

**ADJOURNMENT**

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 6:55 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Diane Viverito  
Board Secretary

Susan Page  
Susan Page, Recording Secretary

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:55 p.m. The following roll call was taken.

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

**APPROVAL OF BOARD MINUTES**

Ms. Peluso made a motion, seconded by Mr. Johnson, to approve the minutes of the Regular Board Meeting of October 15, 2019. Voice vote carried the motion unanimously.

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

None.

**REPORTS/ANNOUNCEMENTS – Employee Groups**

Mid-Management Association President Kay Frey reported that Mid-Managers are adjusting to their new schedules.

Adjunct Faculty Association President Bill Justiz congratulated Tom Olson on the successful President's Reception last week, and wished everyone a happy Thanksgiving.

**STUDENT SENATE REPORT**

TCSA President Laura Martin Del Campo reported on the following activities. Last month's Halloween Fall Fest was successful with new ideas and changes implemented. Model Illinois Government took a trip to Chicago today. Science lectures the month include information about a Baltic Region research experience, and "Plastic, Not So Fantastic" to raise awareness. Phi Theta Kappa will hold an Induction Ceremony this week and officer elections on December 2. TCSA and PTK are having a Veterans Collection Drive, and flyers were distributed through the Boardroom. Mr. Page added that the TCSA met today for a pot luck luncheon, and announced that the TCSA Recognition Dinner in Spring of 2020 will be held on the Mystic Blue Cruise on Lake Michigan.

**BOARD COMMITTEE REPORTS**

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met last week, reviewed all of the items pertaining to academic and student affairs, and are supportive of those items.

Finance/Maintenance & Operations

Ms. Peluso reported that the committee met on November 6, reviewed 14 new business items and 3 purchasing schedules, and forwarded those items to the Board with a unanimous recommendation for approval.

**ADMINISTRATIVE REPORT**

None.

**PRESIDENT'S REPORT**

President Mary-Rita Moore congratulated Triton's Chi Zeta chapter of Phi Theta Kappa on their attainment of a 5 Star Chapter for the eight year in a row. She wished everyone a happy Thanksgiving.

**CHAIRMAN'S REPORT**

Chairman Mark Stephens reported that the Foundation President's Reception was well attended and a job well done. He commented on the Men's Soccer Team's great season, winning the Regional Tournament and doing well in the District Tournament, losing only to the team that went on to win the National Championship; and added that the Men's and Women's Basketball seasons are both off to a great start.

Mr. Stephens noted that the Board is looking forward to a 2020 rollout of a Learning Lab initiative that is expected to make a difference to our students in college readiness reading/writing, similar to the student success realized in math through the iLaunch Lab.

Chairman Stephens wished everyone a happy Thanksgiving.

**NEW BUSINESS**

**ACTION EXHIBITS**

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

- 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**

Ms. Peluso made a motion to approve the Action Exhibits, seconded by Ms. Viverito. Mr. Stephens asked for an explanation of how Employee Health Insurance Co-Premiums are currently structured, and how they would change with Action Exhibit 16378. The following details were provided by Vice President of Business Services Sean Sullivan, Associate Vice President of Finance & Business Services Garry Abezetian, and Associate Vice President of Human Resources Joe Klinger. The co-premium is paid by employees each payday, and is currently a flat rate. The structure has been in place for twelve years, with the cost going up about \$10 per pay period each year for all covered employees. The Action Exhibit contains the recommendation for a tiered structure based on earnings from the Insurance Committee, which is comprised of all full-time employee groups. This recommended structure will result in the loss of \$33,000 of contributions. The Insurance Committee meets only in March and October and is presenting this recommendation for it to be in place for the Open Enrollment period occurring now through mid-December and effective January 1. Chairman Stephens advised that when a drastic change is coming forward at the college, it should be presented to the Board with all of the background information and time to consider options. Trustees agreed that timely information is needed for an intelligent vote to be taken.

**Roll Call Vote:**

Affirmative on Action Exhibits 16365 – 16377 and 16379 – 16382:

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

Negative on Action Exhibit 16378:

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

Motion carried 7-0 with the Student Trustee voting yes on all Action Exhibits with the exception of 16378, which failed by a vote of 0-7 with the Student Trustee voting no.

**PURCHASING SCHEDULES**

**B42.05 Snow Removal Service – FY 20**

**B42.06 Continuing Ed Guide – Spring 2020**

**B42.07 HIA Equipment**

Ms. Peluso made a motion to approve the Purchasing Schedules, seconded by Mr. Regan. In response to a question about the HIA Equipment, it was explained that this is an upgrade of equipment funded by the Perkins grant. Voice vote carried the motion unanimously.

**BILLS AND INVOICES**

Ms. Peluso made a motion, seconded by Mrs. Potter, to pay the Bills and Invoices in the amount of \$4,361,553.08.

Roll Call Vote:

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

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

**CLOSED SESSION**

Ms. Peluso 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 Ms. Viverito.

Roll Call Vote:

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

Motion carried 7-0 with the Student Trustee voting yes. The Board went into Closed Session at 7:29 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. Casson, Mr. Johnson, Mr. Page, Ms. Peluso, Mrs. Potter, Mr. Regan, Ms. Viverito, Mr. Stephens.

Motion carried 7-0 with the Student Trustee voting yes. The Board returned to Open Session at 8:18 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 1.3.01. Voice vote carried the motion unanimously.

**2.0 Adjunct Faculty**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 2 through 4 of the Human Resources Report, items 2.1.01 through 2.8.01. Voice vote carried the motion unanimously.

**3.0 Administration**

Ms. Peluso made a motion, seconded by Ms. Viverito, to approve page 5 of the Human Resources Report, items 3.1.01 through 3.5.01. Voice vote carried the motion unanimously.

**4.0 Classified, Police & Engineers**

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve pages 6 through 8 of the Human Resources Report, items 4.1.01 through 4.7.01. Voice vote carried the motion unanimously.

**5.0 Mid-Management**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 9 through 11 of the Human Resources Report, items 5.1.01 through 5.8.01. Voice vote carried the motion unanimously.

**6.0 Hourly Employees**

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve pages 12 through 15 of the Human Resources Report, items 6.1.01 through 6.3.04. Voice vote carried the motion unanimously.

**7.0 Other**

Ms. Peluso made a motion, seconded by Mr. Regan, to approve pages 16 through 18 of the Human Resources Report, items 7.1.01 through 7.9.02. Voice vote carried the motion unanimously.

**ADJOURNMENT**

There being no further business before the Board, the Chairman asked for a motion to adjourn. Motion was made by Ms. Viverito to adjourn the meeting, seconded by Ms. Peluso. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 8:21 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Diane Viverito  
Board Secretary

Susan Page  
Susan Page, Recording Secretary



**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the Board Retreat to order in the Boardroom at 8:22 p.m.  
Following the Pledge of Allegiance, roll call was taken.

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

**CITIZEN PARTICIPATION**

None.

**BOARD SELF-EVALUATION**

Mr. Stephens introduced consultant Mike Monaghan, and reviewed the current Board Self-Evaluation instrument. The form was developed in 2015 by Mr. Monaghan and Dr. Patricia Granados and contains a group evaluation and also an individual Board member self-evaluation. Trustees discussed past Retreats where self-evaluations were conducted and expressed the need to spend time wisely, doing things that make a difference. Mr. Monaghan was asked to take the document, think outside the box, and come back with an instrument that will cause reflection and make a difference. It is anticipated that this will occur in January, after the Regular Board meeting.

**ADJOURNMENT**

Motion was made by Ms. Peluso to adjourn the meeting, seconded by Mr. Johnson. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 8:30 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 December 17, 2019

POLICY SECTION Governance

POLICY NO. 1166

First Reading ☒

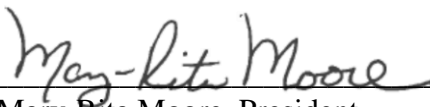
Second Reading ☐

**TITLE: BOARD EVALUATION**

**PURPOSE:** To update the Board Self-Evaluation process and instrument.

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Submitted to Board by:

  
Mary-Rita Moore, President

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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**

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### GOVERNANCE

#### BOARD EVALUATION

Page 1, with 5 page Appendix A

**POLICY 1166**

**ADOPTED: 11/20/90**

**AMENDED: 05/18/99**

**AMENDED: 01/25/05**

**AMENDED: 08/18/15**

**AMENDED: 09/24/19**

The Board of Trustees will annually conduct an evaluation of its internal and ongoing performance.

The Board of Trustees will seek the assistance of the Illinois Community College Trustees Association and the Association of Community College Trustees in the evaluation process. The results of the evaluation will give the Board a profile of how well it is fulfilling its responsibilities.

Each member of the Board of Trustees shall **prepare for discussion of the questions in complete** the self-evaluation tool attached as Appendix A of Policy 1166.

**BOARD SELF EVALUATION**

- I. Community Involvement**
  - A. How involved is the Board in the community?**
  - B. Are there opportunities in the district that the Board could become involved in that would benefit the college?**
  - C. Are there events Board members could speak at that would raise the level of interest in the college?**
- II. Enrollment Strategies**
  - A. Is Triton’s enrollment plan working?**
  - B. Does the Board have a roll in encouraging enrollment?**
  - C. Is the Board confident in Triton’s on-going enrollment strategy?**
- III. Public Image of Triton**
  - A. What does the public think of Triton?**
  - B. Does the Board feel that the College is adequately articulating positive messages?**
  - C. What does the Board think is the most positive message Triton can convey to the district?**
- IV. Financial Challenges**
  - A. What financial challenges does Triton face this next year?**
  - B. Is the Board confident of an increase in state funding?**
  - C. What demands will collective bargaining have on the college?**
- V. Triton’s Future**
  - A. What does the Board want Triton to look like in five years?’**
  - B. What size student population is desirable?**
  - C. How large a faculty & staff would facilitate that population?**

### **Responsibility 1: ~~Developing and Implementing the Mission~~**

~~Each program of the organization should be to carry out its mission. Periodically the Board should review the mission and collaborate with the college community to revise it whenever necessary. There should be a clear and concise mission statement.~~

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
1-1	All Board members are familiar with the current mission and vision statements?					
1-2	The current mission statement is appropriate for the organization's role in the next two to four years?					
1-3	The Board's policy decisions and the organization's programs and services reflect the mission?					

**~~How can the Board do better in this area?~~**

### **Responsibility 2: ~~Meeting Legal Requirements~~**

~~Various federal and state laws as well as rules from its funding sources govern the organization; therefore it is the obligation of the Board to be aware of these matters and be sure policies are in place to assure compliance.~~

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
2-1	The Board ensures that an Audit is prepared annually?					
2-2	Board members are aware of their responsibilities as required by the Illinois Public Community College Act, including not participating in votes on matters where there is a conflict of interest?					
2-3	The Board is apprised of changes in laws that affect the organization as needed and ensures that new policies are developed to address such laws?					

**~~How can the Board do better in this area?~~**

### **Responsibility 3: ~~Select and Support the Chief Executive Officer~~**

Perhaps the most significant decision a Board makes is who to select as CEO. The Board needs to set expectations and give the CEO frequent and constructive feedback. The Board is also obligated to review the CEO's salary.

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
3-1	Board has reviewed and approved annual goals for the President as included in the College's Annual Budget document?					
3-2	The Board performs an annual evaluation of the President and provides him/her with appropriate feedback?					
3-3	The Board annually reviews the President's salary?					
3-4	The Board respects the responsibilities of the President and does not get involved in the day-to-day operations of the organization?					

**How can the Board do better in this area?**

### **Responsibility 4: ~~Ensure Effective Fiscal Management~~**

The Board must understand the finances of the organization and be sure they are properly managed to support the mission.

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
4-1	The Board holds a public hearing for the annual budget and provides oversight of College finances throughout the year?					
4-2	At each Board meeting there is a financial update that is presented in a manner that can be understood?					
4-3	The Board receives the annual audit and meets as a Committee of the Whole to consider all recommendations made in the independent auditor's report and management letter?					
4-4	The Board Finance/Maintenance & Operations Committee vets all financial issues and advises the Board of Trustees on such matters?					

**How can the Board do better in this area?**

### **Responsibility 5: Receive and Review Strategic Planning**

One of the major contributions that a Board can make is to consider how the organization needs to evolve over the next three to five years.

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
5-1	The Board focuses much of its attention on long term policy issues rather than short-term administrative matters?					
5-2	The Board has a vision of how the organization should be evolving over the next three to five years?					
5-3	At the direction of the Administration, the Board participates in a strategic planning process that helps it consider how the organization should meet new opportunities and challenges?					
5-4	The Board is knowledgeable of status and impact of all major renovation projects critical to the mission of the institution?					

**How can the Board do better in this area?**

### **Responsibility 6: Have the Board Operate Efficiently**

Boards member are volunteers whose time is valuable. It is critical to have well run Board and committee meetings to assure that Board member believe their time is being used productively.

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
6-1	Board members are familiar with legal requirements?					
6-2	Board members receive clear and succinct agendas and supporting written material sufficiently prior to Board and committee meetings?					
6-3	Committee assignments reflect the interests, experience, and skills of the Board members?					
6-4	Board and committee meetings are well organized, productive, and make good use of Board members' time?					
6-5	Conflicts and duality of interests are revealed, noted in the minutes and the Board member does not participate in the vote on that issue?					
6-6	Clear and concise minutes are kept and made available to each Board member after the meeting and the opportunity is given to correct the minutes?					
6-7	The Board Chair effectively and appropriately leads and facilitates Board meetings and the policy and governance work of the Board.					
6-8	New Board members receive appropriate orientation and are encouraged to participate in Board activities, discussions, and decisions.					

**How can the Board do better in this area?**

### **Responsibility 7: Enhance the Organization's Public Image**

Board members can do much to develop the organization's image. If an organization is successful but its achievements are kept secret, it will not succeed in raising money, attracting new leaders for positions of responsibility on the Board and staff. While encouraging Board members to spread the word about the organization they help govern, individual Board members should not serve as the spokesperson for the organization to the media without the approval of the Board Chair.

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
7-1	The Board has approved an effective marketing and public relations strategy for the College?					
7-2	Board members talk about the College to key people, including community leaders and potential contributors?					
7-3	The Board apprises elected officials of the needs and strengths of the organization?					
7-4	The Board provides an Annual Report on the college's goals and financials to all stakeholders?					

**How can the Board do better in this area?**

### **Responsibility 8: Understand Relationship Between Board and Staff**

One of the most important responsibilities for a Board is to define and understand its relationship with the staff, and in particular with the CEO. An effective Board should have a clear understanding of the differences between its role and the role of the staff. Because many important organizational issues require a partnership of the Board and staff if they are to be addressed effectively, the quality of the working relationship between the Board and CEO should be high.

	How satisfied are you that:	Very dissatisfied 1	Dis- satisfied 2	Satisfied 3	Very Satisfied 4	Not Sure
8-1	The respective roles of the Board and staff are clearly defined and understood?					
8-2	A climate of mutual trust and respect exists between the Board and President?					
8-3	The Board gives the President enough authority and responsibility to lead and manage the organization successfully and handle day-to-day operations?					
8-4	The Board has reviewed and approved adequate policies for staff selection, training, promotion, and grievance procedures while recognizing that hiring and firing decisions belong to the President?					

**How can the Board do better in this area?**



### Individual Board Member Self-Evaluation

	How satisfied are you that you:	Very dissatisfied	Dis-satisfied	Satisfied	Very Satisfied	Not Sure
1.—	Understand the College's mission?					
2.—	Have a good working relationship with other Board members and with the President?					
3.—	Are knowledgeable about the College's major services?					
4.—	Follow trends and important developments in the College's substantive field of interest?					
5.—	Read and understand the College's financial statements?					
6.—	Prepare for and participate at Board and committee meetings, and other activities of the College?					
7.—	Willingly volunteer and use your special skills to further the College's mission?					
8.—	Complete all assignments in a responsible and timely manner?					
9.—	Take advantage of opportunities to enhance the College's public image by periodically speaking to leaders in the community about the work of the organization?					
10.—	Respect the confidentiality of the Board's executive sessions?					
11.—	Suggest agenda items for future Board and committee meetings?					
12.—	Advise and assist the President when your help is requested?					
13.—	Avoid burdening the staff with requests for special favors?					
14.—	Ensure that any communication with staff below the President does not undermine the relationship between the President and College staff?					
15.—	Avoid, in fact and in perception, conflicts of interest that might embarrass the Board or College, and disclose to the Board in a timely manner any possible conflicts?					
16.—	Are heard and considered when you give your opinions and views?					
17.—	Find serving on the Board to be a rewarding experience?					
18.—	Are knowledgeable of student learning/completion data?					
19.—	Actively participate in professional development opportunities for Board of Trustees?					

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

Meeting of December 17, 2019

POLICY SECTION Student Affairs

POLICY NO. 5902

First Reading ☒

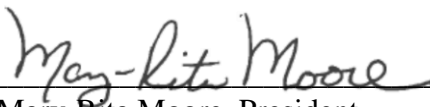
Second Reading ☐

**TITLE: ATHLETIC TUITION WAIVER**

**PURPOSE:** To update the Board Policy in conformance with NJCAA guidelines.

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**Submitted to Board by:**

  
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Mary-Rita Moore, President

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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**

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### STUDENT AFFAIRS

#### **ATHLETIC TUITION WAIVER ~~SCHOLARSHIPS~~ & GRANTS-IN-AID**

**POLICY 5902**  
**ADOPTED: 06/15/99**  
**AMENDED: 08/23/05**  
**AMENDED: 12/17/13**  
**AMENDED: 08/28/18**  
**AMENDED:**

Student-athletes eligible under National Junior College Athletic Association (NJCAA) and Conference standards are considered qualified to receive ~~tuition waivers~~ **scholarships and grants-in-aid**. Any student who participates in intercollegiate athletics will also be eligible to apply for local, state and national scholarships available to all other Triton College students.

Non-athletic scholarships awarded to student-athletes are not counted toward the total ~~tuition waiver~~ **scholarship and grant-in-aid**. The order and applicability in which aid and awards are applied is determined solely by procedures established by the Triton College Financial Aid department.

In accordance with NJCAA regulations, ~~waivers~~ **scholarships and grants-in-aid** are available to any and all sport offerings designated as Division I or Division II. Triton College may offer ~~waivers~~ **scholarships and grants-in-aid** that are within the guidelines of the NJCAA regulations. These are one year renewable awards ~~and are limited to 15 credit hours per semester for fall and spring and 6 credit hours for summer term~~ **in effect for one academic year (August 1 to July 31)**.

Each year for the subsequent academic year by September 1<sup>st</sup>, the college administrator overseeing intercollegiate athletics will determine the following:

- Identify programs eligible to offer ~~tuition waivers~~ **scholarships and grants-in-aid**.
- Determine number of renewable and vacant (available) ~~waivers~~ **scholarships and grants-in-aid**.
- Make any recommendations or determinations on new or existing provisions issued by NJCAA or Conference.

Written notice of the terms of the original ~~tuition waiver~~ **scholarship and grant-in-aid** shall be given to the student-athlete no later than fifteen (15) calendar days after the beginning of classes of the academic term in which they participate. This ~~tuition waiver~~ **scholarship and grant-in-aid** agreement (with the required student signature) shall be in effect for one full academic year. If a ~~waiver~~ **scholarship and grant-in-aid** becomes vacant, it may be awarded to a different individual for the remainder of that academic year beginning with the next term. Renewal of the ~~tuition waiver~~ **scholarship and grant-in-aid** must be given in writing as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a ~~waiver~~ **scholarships and grants-in-aid** will follow the established regulations of the NJCAA.

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

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16383

**SUBJECT: RESOLUTION ABATING TAXES LEVIED FOR DEBT SERVICE ON  
SERIES 2014 & 2015 GENERAL OBLIGATION BONDS**

**RECOMMENDATION:** That the Board of Trustees approve a Resolution authorizing the abatement of all taxes levied to pay debt service on the General Obligation Bonds (Alternate Revenue Source) Series 2014 & 2015 for the total abatement of \$3,624,785.

**RATIONALE:** This proposed abatement follows the Board's commitment to finance the campus redevelopment bonds with existing revenue streams, and not to levy additional taxes. When issuing General Obligation Bonds, the law requires taxes to be levied. This abatement removes the taxes on the Series 2014 General Obligation Bonds (Alternate Revenue Source) in the amount of \$3,296,975 and the Series 2015 General Obligation Bonds (Alternate Revenue Source) in the amount of \$327,810.

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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

---

**Date**

Related forms requiring Board signature: Yes ☒ No ☐

MINUTES of a regular public meeting of the Board of Trustees of  
Community College District No. 504, County of Cook and State of  
Illinois, held at 2000 Fifth Avenue, River Grove, Illinois, in said  
District at 6:30 o'clock P.M., on the 17<sup>th</sup> day of December, 2019.

\* \* \*

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

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

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

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

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

The Chairman announced that the next item of business before the Board of Trustees was  
the consideration of a Resolution abating all of the taxes heretofore levied for the year 2019 to pay  
debt service on the District's outstanding General Obligation Bonds (Alternate Revenue Source),  
Series 2014 and General Obligation Bonds (Alternate Revenue Source), Series 2015.

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

A RESOLUTION abating all of the taxes heretofore levied for the year  
2019 to pay debt service on the General Obligation Bonds (Alternate  
Revenue Source), Series 2014 and the General Obligation Bonds  
(Alternate Revenue Source), Series 2015 of Community College  
District No. 504, County of Cook and State of Illinois.

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

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

Upon the roll being called, the following Trustees:

\_\_\_\_\_ voted AYE,

and the following Trustees:

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

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

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

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

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

A RESOLUTION abating all of the taxes heretofore levied for the year 2019 to pay debt service on the General Obligation Bonds (Alternate Revenue Source), Series 2014 and the General Obligation Bonds (Alternate Revenue Source), Series 2015 of Community College District No. 504, County of Cook and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 504, County of Cook and State of Illinois (the “*District*”), by a resolution dated September 23, 2014, as supplemented by a Bond Order dated September 25, 2014 (together, the “*2014 Bond Resolution*”), has heretofore issued and has outstanding its General Obligation Bonds (Alternate Revenue Source), Series 2014 (the “*Series 2014 Bonds*”), and provided for the levy of a direct annual tax sufficient to pay the principal of and interest on the Series 2014 Bonds; and

WHEREAS, the Board, by such resolution dated September 23, 2014, as supplemented by a Bond Order dated October 27, 2014 (together, the “*2015 Bond Resolution*”), has heretofore issued and has outstanding its General Obligation Bonds (Alternate Revenue Source), Series 2015 (the “*Series 2015 Bonds*”), and provided for the levy of a direct annual tax sufficient to pay the principal of and interest on the Series 2015 Bonds; and

WHEREAS, duly certified copies of the 2014 Bond Resolution and the 2015 Bond Resolution were filed in the office of the County Clerk of Cook County, Illinois (the “*County Clerk*”); and

WHEREAS, the Board has determined and does hereby determine that the Pledged Revenues (as defined in the 2014 Bond Resolution and the 2015 Bond Resolution) are or will be available to pay the principal of and interest on the Series 2014 Bonds and the Series 2015 Bonds when due

on June 1, 2020 and December 1, 2020, so as to enable the abatement of the Pledged Taxes (as defined in the 2014 Bond Resolution and the 2015 Bond Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore pursuant to the 2014 Bond Resolution and the 2015 Bond Resolution for the purpose of paying principal of and interest on the Series 2014 Bonds and the Series 2015 Bonds be abated:

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

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

*Section 2. Abatement of Tax – Series 2014 Bonds.* The tax heretofore levied for the year 2018 in the 2014 Bond Resolution shall be abated as follows:

YEAR OF LEVY	TAX LEVIED IN THE 2014 BOND RESOLUTION	TAX TO BE ABATED	TAX TO BE EXTENDED SUFFICIENT TO PRODUCE
2019	\$3,306,575.00	\$3,296,975.00	\$0.00

*Section 3. Abatement of Tax – Series 2015 Bonds.* The tax heretofore levied for the year 2018 in the 2015 Bond Resolution shall be abated as follows:

YEAR OF LEVY	TAX LEVIED IN THE 2015 BOND RESOLUTION	TAX TO BE ABATED	TAX TO BE EXTENDED SUFFICIENT TO PRODUCE
2019	\$327,810.00	\$327,810.00	\$0.00



*Section 4. Filing of Resolution.* Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk, and it shall be the duty of the County Clerk to abate all said taxes for the year 2019 in accordance with the provisions of this Resolution.

*Section 5. Repealer.* All other resolutions or orders, or parts thereof, in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed, and this Resolution shall be in full force and effect forthwith and immediately upon its adoption.

Passed by the Board on December 17th, 2019, by a roll call vote as follows:

AYES: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

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

APPROVED this 17th day of December, 2019.

Attest:

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS                 )  
  ) SS  
COUNTY OF COOK                 )

**CERTIFICATION OF RESOLUTION AND MINUTES**

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

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 17th day of December, 2019, insofar as same relates to the adoption of a resolution entitled:

A RESOLUTION abating all of the taxes heretofore levied for the year 2019 to pay debt service on the General Obligation Bonds (Alternate Revenue Source), Series 2014 and the General Obligation Bonds (Alternate Revenue Source), Series 2015 of Community College District No. 504, County of Cook and State of Illinois,

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

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

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 17th day of December, 2019.

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Secretary, Board of Trustees

STATE OF ILLINOIS        )  
                                      )  
COUNTY OF COOK         )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Cook County, Illinois, and as such official I do further certify that on the \_\_\_\_ day of December, 2019, there was filed in my office a duly certified copy of a resolution entitled:

A RESOLUTION abating all of the taxes heretofore levied for the year 2019 to pay debt service on the General Obligation Bonds (Alternate Revenue Source), Series 2014 and the General Obligation Bonds (Alternate Revenue Source), Series 2015 of Community College District No. 504, County of Cook and State of Illinois,

duly passed and approved by the Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, on the 17th day of December, 2019, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2018 for the payment of the District's outstanding General Obligation Bonds (Alternate Revenue Source), Series 2014 and General Obligation Bonds (Alternate Revenue Source), Series 2015, as described in the 2014 Bond Resolution and the 2015 Bond Resolution, will be abated in their entirety as provided in the Resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of December, 2019.

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

(SEAL)

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

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16384

**SUBJECT: 2019 TAX LEVY**

**RECOMMENDATION:** That the Board of Trustees approve the 2019 tax levy as presented.

It has been determined that the amount of money necessary to be raised by taxation for the 2019 tax year, upon the taxable property of Community College District 504 is \$28,337,929.

**RATIONALE:** This proposed aggregate levy of \$28,337,929 is flat, representing a zero (\$0) increase over the 2018 extended levy as presented by the Cook County Clerk. The tax levy will be used as a basis in the formation of the FY 2021 Budget and will provide the College with a portion of the financial resources necessary to support the educational plan for the current fiscal year. The proposed estimated 2019 levy of \$28,337,929 represents no increase over the final 2018 aggregate levy.

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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 ☐

## **Certificate of Tax Levy**

Community College District No. 504 County of Cook

Community College District Name: Triton College and State of Illinois

We hereby certify that we require:

the sum of \$19,090,697 to be levied as a tax for educational purposes, and

the sum of \$5,523,196 to be levied as a tax for operations and maintenance purposes, and

the sum of \$2,598,139 to be levied as a special tax for purposes of the Local Government and  
Governmental Employees Tort Immunity Act, and

the sum of \$266,696 to be levied as a special tax for Workers' Compensation and  
Occupational diseases insurance purposes, and

the sum of \$369,934 to be levied as a special tax for Medicare insurance purposes, and

the sum of \$60,221 to be levied as a special tax for Unemployment insurance purposes, and

the sum of \$129,046 to be levied as a special tax for financial audit purposes, and

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

on the taxable property of our community college district for the year 2019; and that these amounts be levied on the equalized assessed value of the taxable property of Community College District 504, County of Cook and State of Illinois, for the year 2019 to be collected in the year 2020; and that the levy for the year 2019 be allocated 50% for Fiscal Year 2020 and 50% for Fiscal Year 2021.

Signed this 17<sup>th</sup> day of December, 2019.

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Mark R. Stephens  
Board Chairman of Said Community College District

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Diane Viverito  
Secretary of the Board of Said Community College District

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

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

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

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

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**DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT**

This is to certify that the Certificate of Tax Levy for Community College District No. 504 County of Cook and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2019 was filed in the Office of the County Clerk of this county on \_\_\_\_\_, 2019.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension (s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, approved in the original resolutions(s), for said purpose for year 2019 is \$-0-.

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

\_\_\_\_\_  
County

\_\_\_\_\_  
Date

**TRITON COLLEGE, District 504**

**Board of Trustees**

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16385

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

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

**RATIONALE:** The 2019 Tax Levy has been adopted in full compliance with the provisions of Division 2.1, Sections 18-101.1 through 18-101.45 of the Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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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 ☐

## TRUTH IN TAXATION

### CERTIFICATE OF COMPLIANCE

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

This Certificate applies to the 2019 Levy.

Dated this 17<sup>th</sup> day of December, 2019.

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



**TRITON COLLEGE, District 504**

**Board of Trustees**

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16386

**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 11/1/19 to 11/30/19**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>EDUCATION FUND</b>					
1	Mass Communication	01-10102530-550200010	Mass Communication	01-10102530-540600010	\$ 1,000.00
2	Hospitality Ind Admin	01-10200550-540100210	Hospitality Ind Admin	01-10200550-580600005	992.00
3	Engineering Technology	01-10300530-540100210	Engineering Technology	01-10300530-560600010	1,000.00
4	Dean, of Business & Tech	01-20801020-580600005	Dean, of Business & Tech	01-20801020-540901005	20,000.00
5	Dean, Health Occupations	01-20801040-580600005	Dean, Health Occupations	01-20801040-530400010	16,200.00
6	Career Services	01-30200510-550100005	Career Services	01-30200510-530900010	1,500.00
7	AVP Academic Affairs	01-80100515-580600005	Auto Technology	01-10300515-540900505	11,200.00
			<b>TOTAL EDUCATION FUND</b>		<b>\$ 51,892.00</b>
			<b>TOTAL PROPOSED BUDGET TRANSFERS</b>		<b>\$ 51,892.00</b>

**Budget Transfer Form**

Dollar Amount

\$1000

Object Code Description

From what Budget Account

01 10102530 550200010

MCM Prof Dev Travel in state

To what Budget Account

01 10102530 540600010

MCM 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:

Faculty member Seth McClellan does not plan to use professional development funds to travel in state.

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

Faculty member Seth McClellan plans to use professional development funds to pay for publications and dues.

**Required Signatures**

Requestor

DocuSigned by:

Dennis McNamara

10/31/2019

Cost Center Manager

DocuSigned by:

Dennis McNamara

10/31/2019

Associate Dean (If Applicable)

DocuSigned by:

Ricardo Segovia

10/31/2019

Dean (If Applicable)

DocuSigned by:

Kevin Li

10/31/2019

Associate Vice President

DocuSigned by:

Paul Jensen

11/5/2019

Area Vice President

DocuSigned by:

Susan Campos

11/5/2019

**BUSINESS OFFICE APPROVALS**

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

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

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

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

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

Entered by:

B4699D 5 11/6/19

**Budget Transfer Form**

Dollar Amount

\$992.00

Object Code Description

From what Budget Account

01 10200550 540100210

Instructional Supplies

To what Budget Account

01 10200550 580600005

Equipment

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:**

Funds were not allocated to equipment in this FY 2020 HIA institutional budget.

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

Due to a change in the costs for equipment since the Perkins Grant purchases were approved last spring, the Perkins equipment line item currently has insufficient funds to cover all of the approved equipment (Hobart dishwasher for the Bistro and Rational Combi oven and Vulcan Tilt Skillet for the main kitchen). In the HIA budget, there are sufficient funds to cover the difference (\$992) and in order to use the grant funds for the needed equipment, the department would like to transfer funds to cover the excess costs.

**Required Signatures****Requestor**

DocuSigned by:

Denise Smith-Gaborit

10/30/2019

05685C76D25427...

**Cost Center Manager**

DocuSigned by:

Denise Smith-Gaborit

10/30/2019

05685C76D25427...

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

DocuSigned by:

Jennifer Davidson

10/30/2019

1EE74088D3C48E...

**Associate Vice President**

DocuSigned by:

Paul Jensen

10/30/2019

613C006D819740E...

**Area Vice President**

DocuSigned by:

Susan Campos

10/30/2019

FC3A451F8641405...

**BUSINESS OFFICE APPROVALS**

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

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

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

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

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

Entered by: B4695 DS 10/31/19

Budget Transfer Form

Dollar Amount

\$1000

Object Code Description

From what Budget Account

01 10300530 540100210

Engineering Technology : Instructional Supplies

To what Budget Account

01 10300530 560600010

Engineering Technology : Leased Software

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:

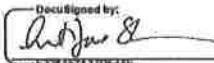
There are enough funds in Instructional Supplies, to last the remainder of the of the Fiscal Year.

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

Funds are need to pay for the Solidworks License Renewal.

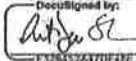
Required Signatures

Requestor

DocuSigned by:  


11/8/2019

Cost Center Manager

DocuSigned by:  


11/9/2019

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by:  
Jennifer Davidson

11/11/2019

Associate Vice President

DocuSigned by:  
Paul Jensen

11/15/2019

Area Vice President

DocuSigned by:  
Susan Marie Campos

11/15/2019

## BUSINESS OFFICE APPROVALS

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

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

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

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

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

Entered by: B4713 DS 11/25/19

**Budget Transfer Form**

Dollar Amount

\$20,000

Object Code Description

From what Budget Account

01 20801020 580600005

Equipment - Instructional &gt;5k

To what Budget Account

01 20801020 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 are no current equipment needs with a unit cost over \$5,000 for this fiscal year.

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

The equipment needed this fiscal year for the Architecture department have a unit cost under \$5,000. We need to purchase laptops powerful enough to run specialized software so we can separate the Architecture classroom and lab areas accommodate the growing enrollment in this program for spring 2020.

**Required Signatures**

Requestor

DocuSigned by:

Jennifer Davidson

10/31/2019

TEE740089D3C40E...

Cost Center Manager

DocuSigned by:

Jennifer Davidson

10/31/2019

TEE740089D3C40E...

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:

Paul Jensen

10/31/2019

815C0006B19740E...

Area Vice President

DocuSigned by:

Susan Campos

11/1/2019

FC3A451F8041495...

**BUSINESS OFFICE APPROVALS**

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

Entered by:

B4696 DS 11/6/19

Budget Transfer FormDollar Amount \$16,200.00

## Object Code Description

From what Budget Account 01 - 20801040 - 580600005Equipment-Instructional>5KTo what Budget Account 01 - 20801040 - 530400010Maintenance ServicesIs 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 equipment is projected to be needed this fiscal year, 2019-2020, in Health Careers and Public Service Programs.

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

Equipment in the Nuclear Medicine Program and Diagnostic Medical Sonography program is non-operational and funds are needed to procure required service and maintenance so that the students have access to functional equipment.

Required Signatures

Requestor

Deauthorized by: Linda Martinez 11/1/2019

Cost Center Manager

Deauthorized by: Pamela Harmon 11/1/2019

Associate Dean (If Applicable)

Dean (If Applicable)

Deauthorized by: Pamela Harmon 11/6/2019

Associate Vice President

Deauthorized by: Paul Jensen 11/8/2019

Area Vice President

Deauthorized by: Susan Campos 11/18/2019

## BUSINESS OFFICE APPROVALS

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

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

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

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

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

Entered by: B4708 DS 11/19/19

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

\$1,500.00

**From what Budget Account**

01 - 30200510 - 550100005

**Object Code Description**

Meeting Expenses

**To what Budget Account**

01 - 30200510 - 530900010

Other Contractual Services

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

Grant Accountant?

Include Attachments: Yes ( ) No (X)

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

The funds are available to be transferred because we have not exhausted all of the funds nor do we anticipate exhausting all of the funds in meeting expenses.

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

The Career Services Department is seeking funding for professional development, including a resume certification from the National Resume Writers Association, as well as an online profile expert certification (LinkedIn).

**Required Signatures****Requestor**

Discussed by:

Jacqueline Gordon

10/28/2019

**Cost Center Manager**

Discussed by:

Will White

10/29/2019

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

Discussed by:

Paul Jensen

10/29/2019

**Area Vice President**

Discussed by:

Susan Cooper

11/1/2019

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

Entered by:

B4703 11/12/19



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

\$11200

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

01 - 80100515 - 580600005

AVPAA Equipment - Instructional &gt;5K

**To what Budget Account**

01 - 10300515 - 540900505

AUT Other Material &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:

Large equipment purchase will be deferred to allow purchase of materials for AUT auto bays.

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

The addition of the Honda program to T107 has reduced some of the storage space available to the general Automotive program. Additional funds are needed to purchase a pallet and rack storage system to increase the available storage in the existing bays.

**Required Signatures****Requestor**

DocuSigned by:

Paul Jensen

11/13/2019

**Cost Center Manager**

DocuSigned by:

Paul Jensen

11/13/2019

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

DocuSigned by:

John Lambert

11/13/2019

**Area Vice President**

DocuSigned by:

Susan Campos

11/13/2019

**BUSINESS OFFICE APPROVALS**

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

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

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

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

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

Entered by:

B4712 DS 11/25/19

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

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16387

Information in this Action Exhibit has been redacted at the request of Pepsi Beverages Company and is available only through the Freedom of Information Act. Requests to FOIA @triton.edu

**SUBJECT: RENEWAL OF BEVERAGE AND SPONSORSHIP AGREEMENT WITH PEPSI BEVERAGES COMPANY**

**RECOMMENDATION:** That the Board of Trustees approve the renewal of a three year exclusive beverage and sponsorship Agreement with Pepsi Bottling Group, LLC, d/b/a Pepsi Beverages Company ("Pepsi"). This Agreement is effective August 1, 2019 and will terminate on July 31, 2022, with an option for Triton to renew for three (3) additional years. The Agreement includes payments and contributions from Pepsi which include an annual minimum of [REDACTED] in partnership payments; [REDACTED] for scholarships; additional scholarship opportunities at Triton for eligible Pepsi employees; [REDACTED] cases in product donations; and [REDACTED] in Gatorade marketing support, all deliverable annually. Pepsi will now include Triton as an institution of higher education where Pepsi will pay for their employees' education.

**RATIONALE:** The College has previously maintained an exclusive beverage and sponsorship Agreement with Pepsi, which has consistently offered the institution financial resources that support the College's needs. The offer by Pepsi is greater than the proposal presented by Coca-Cola, and exceeds the expected revenue that would be generated if both Coca-Cola and Pepsi were served on campus without an exclusive beverage agreement in place.

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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 ☒

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

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16388

**SUBJECT: SOUND INCORPORATED LENEL PREMISE ALARM SYSTEM UPDATE AGREEMENT**

**RECOMMENDATION:** That the Board of Trustees approve an Agreement with Sound Inc to update the Lenel premise alarms and access control platform to the most current software levels, and to replace thirteen (13) hardware controllers that are no longer supported by the new software. The cost is \$127 an hour for labor, estimated up to forty hours; Triton will only be billed for actual hours of service, and will not exceed forty hours. The new hardware cost is \$28,465.00. The total cost is not to exceed \$33,545.00.

**RATIONALE:** Support of the software version currently run by Triton College has been discontinued by Lenel and in order to move to the latest software release, Triton College must replace the oldest of the existing controller units on campus. This proposal will replace the out of date controllers and move the campus to the latest software version (from 6.6 to 7.5). The Lenel platform is used for access control and premise alarms on campus.

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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 ☐



1550 Shore Road, Naperville, IL 60563 Phone: 630.369.2900 Fax: 630.369.1211

October 23, 2019

Michael Garrity  
Triton College  
2000 5th Avenue  
River Grove, IL. 60171

## PROPOSAL



Phone: (708) 456-0300  
E-Mail: [michaelgarrity@triton.edu](mailto:michaelgarrity@triton.edu)

Project: Lenel System Update from Lenel Version 6.6 to 7.5.  
Subject: Proposal

Dear Michael,

Thank you for allowing Sound Incorporated the opportunity to provide you with a proposal for the Lenel System Update from Lenel Version 6.6 to 7.5 for your Access Control Security System. Enclosed please find Sound Incorporated's proposal package which includes the following documents:

1. Total Investment
2. List of Equipment
3. Clarifications
4. Terms

Our team of professionals is looking forward to working with you. After you have reviewed our proposal, we would like to have an opportunity to sit down with you and review our scope of work and design of the system.

Should you have any questions, please contact me at (630) 369-2900 extension 3113.

Sincerely,

SOUND INCORPORATED

*Donald Danko*

Donald Danko  
Account Executive, Security Group

**Total Investment  
For Triton College**

**The following Equipment & Labor shall be furnished to Update to Lenel Version 7.5.**

Sound Incorporated proposes to furnish and install the necessary Lenel OnGuard security system upgrade. This is a result of the Lenel OnGuard support for your existing Lenel OnGuard access control system. With the latest Lenel OnGuard released version; your current software version has been discontinued and replaced with version 7.5.

The upgrade requires three major parts; software, software support and programming labor to install the software. Although these are the three major parts of this upgrade; existing hardware may need to be upgraded as well.

This is what Lenel recommends for Software Version 7.5.

**Part I: Server equipment**

INTEL XEON SILVER 4108 (8C/16T, 1.8GHZ, 11MB CACHE - 9.6GT/S); 120/220V  
750Watt Redundant Power Supply; 16GB - RDIMM - 2666MHz [2x8GB RDIMMS]; DVD+/-  
RW Drive; 1x8 Backplane for 2.5-inch  
Hard Drives; (5) 300GB 15K RPM SAS 12Gbps 2.5in Hotplug Hard Drives (RAID 1+RAID 5);  
PERC H740 Integrated RAID  
Controller - 1GB Cache; iDRAC9 Enterprise; Broadcom 5720 QP 1Gb Network Daughter Card;  
Windows Server 2016 Standard  
Edition x64 - 0 CALS PowerVault RD1000.

**Part II: Work Station equipment**

INTEL XEON W-2104 CPU (4C, 5.5MB, 4T, 3.2GHZ, 120W); 8GB (1 X 8GB) 2666MHZ  
DDR4 RDIMM ECC; 8X DVD+/-RW; 500GB 2.5INCH SERIAL ATA (7.200 RPM) HARD  
DRIVE; NVIDIA NVS 315 (1GB DMS59  
TO DVI-I ADAPTER); WINDOWS 10 IOT ENTERPRISE 2015 EMBEDDED (OS MEDIA  
NOT INCLUDED, NO RECOVERY CD);  
RJ45 ETHERNET PORT; INTERNAL CHASSIS SPEAKERS; (6) USB 2.0 PORTS; (4) USB  
3.0 PORTS; (1) SERIAL PORT.

Lenel OnGuard supports three versions of software from their latest release 7.5. In order to receive the updated software, a Lenel OnGuard Software Support agreement must be in place, which entitles you to the following;

- Sound Inc. certified technician
- The ability to contact Lenel OnGuard technical support,
- Software upgrades, hot fixes, and or any software patches as released during the software support agreement.

**Part III: System Programming**

Fees charged related to programming shall be determined based upon a Time & Material basis. The rates for such work are attached hereto and incorporated by reference herein. The Time and Material charges shall not exceed the stated costs set forth below without additional consultation and written agreement of Triton College.

Triton College is a unit of local government and is exempt from taxation. The fees charged shall not include any levy of sales, use or other taxes.

### **Lenel Certified Programmer Labor Rates**

**T & M Labor Rate per hour.....\$ 127.00**  
**You will only be billed for hours used.**

### **Total Cost NOT TO EXCEED 40 HOURS**

**Investment ..... \$5,280.00**

**The following equipment shall be Furnished and Installed for Version 7.5 to work:**

**13 – Lenel LNL-X3300 Intelligent System Controller – powered by 12 or 24 VDC @ 250mA, size (5 in.(127mm) W x 6 in.(152.4mm) L x 1 in.(25mm) H); 15 MB standard cardholder flash memory, 50,000 Event memory, On-board Ethernet.**

**Investment ..... \$28,465.00**

**Total Investment if all programming hours are used.....\$33,545.00**

### **Clarifications**

Sound Incorporated is complying with the intent of the security bid package. The following are Clarification points to be addressed to assume proposal as a complete package.

- All work to be completed during normal business hours (7:00AM to 3:30PM, Monday thru Friday excluding holidays)
- Please allow 4-6 weeks for equipment, engineering, scheduling and coordination.
- Sound Inc will need free access to all areas related to the work, which shall be provided in a manner that does not disrupt the regular business of Triton College.
- All painting and patching, if required, shall be the responsibility of Triton College. In the event wall access beyond the normal level is necessary, Triton College shall be advised prior to such work.

- All card reader data entry by others.
- All issuance of badges by others.
- Owner to provide all the necessary IP addresses for the network devices.
- All Servers, PCs require a minimum of Microsoft Windows 10 operating system.
- Virtual computer configurations are not supported by proposed software.
- Should any existing equipment or communications media (i.e. cables, fiber optics, etc.) be used on this contract, Sound Incorporated does not warrant the operation of said equipment. Any faults with existing equipment shall be repaired by Sound Incorporated at the expense of Triton College. Such repair work shall be approved by Triton College in advance of such work.
- This proposal shall be valid for a maximum of ninety (90) days.
- Owner to provide us with a list of contacts, phone numbers and e-mail addresses for the individuals that will be involved in the project.

### **Terms**

“Payable upon presentation of invoice” Payable Net 45 days.  
For payment via credit card a 3% handling charge will be assessed.

### **TERMS AND CONDITIONS**

1. Creation of a Security Interest.

Until such time as Buyer has paid the agreed purchase price, Seller hereby retains, and Buyer hereby grants a purchase money security interest in the described equipment. In connection therewith, Buyer agrees to execute all instruments deemed necessary by Seller under applicable law to establish, maintain and continue perfected Seller's purchase money security interest in the equipment or otherwise protect its rights in and to said equipment. Buyer hereby authorizes Seller as its attorney-in-fact to execute and file, on Buyer's behalf, any such UCC Financing Statement.

2. Limitation and Exclusion of Warranties.

Seller Hereby warrants the described equipment against defective parts for a period of one (1) year from the date of installation and warrants that the installation of said equipment shall be performed in a workmanlike manner.

The Warranty does not extend to any equipment which has been (1) subject to misuse, neglect, accident or abuse, (b) damaged by acts of God, exposure to elements of weather, inadequate or surplus utility power, power surges, insufficient heating/ventilating/air conditioning (HVAC), HVAC failure or causes other than ordinary use (It is the buyer's responsibility to regulate and filter any and all necessary power requirements and to supply and maintain a static free environment to insure system integrity), (c) wired, repaired or altered by anyone other than Seller without Seller's express and prior approval, (d) improperly installed by someone other than Seller, its subcontractors or affiliates, (e) used in violation of instructions furnished by Seller. In no event shall either party be liable for consequential or incidental damages arising out of a breach of any warranty or any other provision contained herein. Seller may suspend warranty work if the purchase price is not paid in full when due and shall not be required to recommence warranty work until all obligations of Buyer under this Agreement are satisfied in full; provided, however, that nothing hereunder shall extend in the warranty period beyond one (1) year from the date of installation.

THIS WARRANTY IS THE ONLY WARRANTY GIVEN BY SELLER, AND ALL OTHER WARRANTIES EXPRESS OR IMPLIED ARE EXCLUDED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE FACE HEREOF.

3. Waiver, Amendment, Notice, Termination.

Any waiver of rights hereunder or any amendment or requirement of notice or termination hereof shall not be effective unless made in writing and signed by the party against whom such waiver, amendment, notice or termination is sought to be enforced.

4. Tax Obligation.

1550 Shore Road, Naperville, IL 60563 Phone: 630.369.2900 Fax: 630.369.1211

Buyer is a unit of local government and is exempt from taxation. Buyer shall not be charged any taxes, costs of fees within the scope of such tax exemption. Sound assumes full responsibility for the payment of all federal, state and local taxes incurred by Sound as a result of this Agreement.

5. Assignment

Buyer may not delegate its performance or assign its rights under this Agreement except upon the express written consent of Seller, which consent may be withheld in Seller's sole reasonable discretion.

6. Benefit

This Agreement shall be binding upon, shall inure to the benefit of, and shall be enforceable by, each of the parties hereto, its successors and assigns.

7. Limitation of Liability and Insurance Obligations

Client understands that: a) Sound is not an insurer of Client's property or the personal safety of persons at said location b) Client will provide any insurance on said location and its contents c) the amount Client pays to Sound is based solely on the value of the system and service Sound provides and not on the value of Client's location or its contents d) security systems, alarm systems and Sound monitoring may not always operate properly for various reasons e) it is difficult to determine in advance the value of Client's property that might be lost, stolen or destroyed if the system or Sound service fails to operate properly f) it is difficult to determine how fast the police, fire department or others would respond to an alarm signal g) it is difficult to determine what portion, if any, of any property loss, personal injury or death would be proximately caused by Sound's failure to perform, negligence, or a failure of the system.

Therefore, Client agrees that, even if a court decided that a failure of the system, Sound's negligence, monitoring, repair or service caused or allowed any harm of damage, whether property damage, personal injury or death to Client or anyone at Client's location, Sound's liability shall be limited to Sound's insurance limitations, and this shall be Client's only remedy, regardless of what legal theory is used to determine that Sound was liable for the injury of loss.

Sound shall maintain general liability insurance coverage with policy limits of Two Million Dollars (\$2,000,000) per claim or occurrence and Five Million Dollars (\$5,000,000) in the annual aggregate. The amounts of insurance specified under this Section may be satisfied by any combination of primary and umbrella (excess liability) limits, so long as the total amount of insurance is not less than the sum of limits specified.

8. Third Party Indemnification and Subrogation

*The Client shall indemnify and hold Sound harmless against any liability, damage, loss, claim, cost or expense (including but not limited to, attorney's fees and expenses and any penalties or fines imposed or assessed against Sound by reason of the Client's failure to perform its obligations hereunder) incurred by reason of the Client's breach of any of its obligations hereunder, or from any liability, damage, loss, claim cost or expense which arises from the willful acts, negligence, misfeasance or omission of the Client in performing its obligations hereunder. The Client's obligations to indemnify Sound under this paragraph shall be subject to the following conditions.*

- (a) Sound shall promptly notify the Client of the institution of any such proceedings against Sound which are not based on the willful acts, negligence, misfeasance or willful omission of Sound and Sound shall cooperate with the Client and its Attorney in connection with such defense.*
- (b) Sound shall not, without the Client's prior written consent, settle any such legal proceedings instituted against Sound which are not based on the willful acts, negligence, misfeasance or omission of Sound.*

*A failure of Sound to fulfill any of the above stated conditions shall release the Client from its obligations under this paragraph.*

*Sound shall indemnify and hold the Client harmless against any liability, damage, loss, claim, cost or expense (including but not limited to, attorney's fees and expenses and any penalties or fines imposed or assessed against The Client by reason of the Sound's failure to perform its obligations hereunder) incurred by reason of the Sound's breach of any of its obligations hereunder, or from any liability, damage, loss, claim, cost or expense which arises from the willful acts, negligence (as finally adjudicated by a court if competent jurisdiction), misfeasance*



*or omission, of Sound in performing its obligations hereunder. This indemnification shall include claims made against Client arising from or related to trademark violation or patent infringement. Sound's obligations to indemnify the Client under this paragraph 5.03 shall be subject to the following conditions.*

- (a) The Client shall promptly notify Sound of the institution of any such proceedings against The Client which are not based on the willful acts, negligence, misfeasance or willful omission of the Client and the Client shall cooperate with Sound and its attorney in connection with such defense, except in the case of a claim arising from a claim related to Sound's improper use of intellectual property.*
- (b) The Client shall not, without Sound's prior written consent, settle any such legal proceedings instituted against The Client which are not based on the willful acts, negligence, misfeasance or omission of the Client.*

*A failure of the Client to fulfill any of the above stated conditions shall release Sound from its obligations under this paragraph.*

9. Construction

This writing constitutes the final expression of the agreement between the parties and is intended as a complete statement of the terms of the agreement. No course of prior dealings between the parties and no trade usage shall be relevant to supplement or explain any term used in this Agreement. This Agreement has been finally accepted in the State of Illinois and shall be governed by the laws of the State of Illinois including the Uniform Commercial Code and its amendments as effective in the State of Illinois. All disputes shall be resolved in the Circuit Court of Cook County.

10. Attorney's Fees/Interest.

Buyer shall pay to Seller all attorney's fees, court costs, and all other expenses which may be incurred by Seller in enforcing, or attempting to enforce, any of its rights under this Agreement, or against any guarantors hereof, or with respect to any matters connected with the subject matter hereof.

Seller shall pay to Buyer all attorney's fees, court costs, and all other expenses which may be incurred by Buyer in enforcing, or attempting to enforce, any of its rights under this Agreement, or against any guarantors hereof, or with respect to any matters connected with the subject matter hereof.

11. Interest/Late Charges.

Buyer agrees to pay 1 ½% per month FINANCE CHARGE (18% PER ANNUM) if the purchase price it is not paid in full when due, or the maximum amount permitted by law.

12. Severability.

This Agreement and all provisions hereof are intended to be severable, and this Agreement shall remain enforceable in the event any provision thereof is declared invalid.

14. Authority.

Buyer represents, covenants and warrants to Seller that Buyer has corporate or other power to make and perform this Sales Agreement and that the making and performance of the Sales Agreement by Buyer, and the financing hereunder, have been duly authorized by all necessary corporate or other action of the Buyer and will not violate any provision of law or of its Articles of Incorporation or By Laws, Articles of Organization, Certificate of Formation or other charter, or Operating Agreement or result in the breach of any agreement to which Buyer is a party or by which it is bound.

15. Authorized Agent. This Agreement is executed by an authorized representative of Triton College in the representative's official capacity only and the representative shall have no personal liability under this Agreement.

16. Workplace Conduct Neither party shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each party certifies that it is an equal opportunity employer, maintains a sexual harassment policy and a Drug Free Workplace in compliance with applicable law.



1550 Shore Road, Naperville, IL 60563 Phone: 630.369.2900 Fax: 630.369.1211

Sound Incorporated is licensed by the State of Illinois to act as a private alarm contractor. All Sound employees involved in the engineering, design, sale, installation, documentation and maintenance of the proposed system hold Permanent Employee Registration Cards (PERC) as required by the state (225 ILCS 446/80).

Respectfully Submitted by: Donald Danko  
Donald Danko  
Account Executive, Security Group

**Acceptance of Proposal:** The above specifications, terms and conditions are satisfactory. You are authorized to do the work as specified.

**Buyer's Acceptance:**

Accepted by: \_\_\_\_\_  
(Printed name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sound Incorporated's Acceptance:**

Accepted by: \_\_\_\_\_  
(Printed name)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ at Naperville, IL.

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

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16389

**SUBJECT: 2020 PAYFLEX FSA ADMINISTRATIVE SERVICES FEES**

**RECOMMENDATION:** That the Board of Trustees approve PayFlex as the Third Party Administrator for the Triton College Flexible Spending Account Plan for the 2020 calendar year. The annual service fee is \$750 for the College, with a per member monthly claims administration fee of \$4.63. This represents a 0% increase from calendar year 2019.

**RATIONALE:** PayFlex is a highly regarded claims administrator that accurately follows IRS expense reimbursement guidelines and is known for consistently providing excellent customer service and processing claims for reimbursement to employees in a timely manner.

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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 ☒

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

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16390

**SUBJECT: 2020 TRITON COLLEGE HEALTH BENEFIT PLAN  
(BLUE CROSS BLUE SHIELD PPO) EMPLOYEE CO-PREMIUM RATES**

**RECOMMENDATION:** That the Board of Trustees approve the 2020 PPO Employee Co-Premium Rates for the following tiers of coverage.

The 2020 rates represent a 4.9% increase (per pay period/ppp) from the existing co-premium rates and will be effective January 1, 2020 – December 31, 2020. This increase will reduce the college's cost by \$76,000.

Employee \$158/ppp; Employee + 1 Dependent \$189.50/ppp; Family \$210.50/ppp).

**RATIONALE:** New co-premium rates help to offset the cost of administrative and Affordable Care Act required fees. The proposed increase is recommended by the College's Insurance Committee, a committee whose membership consists of representatives from all employee groups affected by the increase. The employee co-premiums for the HMO benefit plan are half the cost of the PPO benefit plan.

*Sean Sullivan*

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

**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 \_\_\_\_\_ No   X

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

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16391

**SUBJECT:** **MEMORANDUM OF UNDERSTANDING WITH THE  
ILLINOIS BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)  
RENEWABLE ENERGY FUND, INC.**

**RECOMMENDATION:** That the Board of Trustees approve the Memorandum of Understanding (MOU) between Triton College and the IBEW Renewable Energy Fund, Inc. (REF). Triton College commits to offering the Renewable Energy certificate and degree from Fall 2020 through Spring 2022 and Triton agrees to share its curricula with other community colleges working with the REF. REF will provide 15 scholarships of up to \$3,810 per person for FY21 and 30 scholarships for FY22. REF will donate equipment as outlined in the attached MOU for hands-on training. This Agreement will become effective when signed by both parties and run for two academic years from 2020-2021 to 2021-2022, after which time it will be reviewed. Either party may suspend participation at any time by providing written notice to the other party. Any student enrolled at that time shall be permitted to complete the current semester under the terms of the MOU.

**RATIONALE:** This MOU will enable up to 30 low-income or minority or economically disadvantaged Triton College students to earn the Renewable Energy Certificate and for up to 15 students to complete the Renewable Energy degree with significant financial support.

**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 \_\_\_\_\_  
53/82

## **Memorandum of Understanding between Illinois IBEW Renewable Energy Fund Inc. and Triton College**

This Memorandum of Understanding (Memorandum or MOU) sets forth the terms and understandings and provides a framework for potential future transaction by and 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). This Memorandum supersedes any previous Memorandums.

**Initial duration:** Two (2) Academic years. Year One (1) is the academic year commencing August 2020. Year Two (2) is the academic year commencing August 2021.

### **A. Background**

Commonwealth Edison (ComEd), pursuant to the Illinois Public Utilities Act (220 ILCS 5/16-108.12), is required to fund certain utility job training programs, including a Solar Training Pipeline Program, a Solar Craft Apprenticeship Program, and a Multi-Cultural Jobs Program.

ComEd has proposed, and the Illinois Commerce Commission has approved, that the Solar Craft Apprenticeship Program be implemented in coordination with IBEW Local 134 (hereinafter “Local 134”). Local 134 has been awarded this funding, which has been assigned to REF, an Illinois nonprofit corporation established as a tax-exempt educational organization under Section 501(c)(3) of the Internal Revenue Code.

### **B. Purpose**

The purpose of this Memorandum is to set forth the terms and understandings between Triton and REF and to provide a nonbinding framework for potential future transactions between Triton and REF.

### **C. Obligations of Triton**

1. Triton will offer college level courses and a Renewable Energy Certificate (Certificate) beginning August 2020 and a Renewable Energy AAS Degree (Degree) beginning August 2021. A tentative list of the courses for the Certificate and Degree are provided in Appendix A.
2. Triton will provide REF with copies of curriculum materials for the courses listed in Appendix A for use by REF with other Illinois community colleges, pursuant to the Solar Craft Apprenticeship Program noted above.
3. Triton will review IBEW Apprenticeship course work with REF and will consider whether IBEW Apprentices and/or Journeypersons may be able to receive credit towards a Renewable Energy Certificate and/or Renewable Energy AAS Degree for their IBEW Apprentice course work through the process of prior learning assessment.

4. Triton will employ appropriate instructors for the Certificate and Degree programs and will consider potential instructors identified by REF who have expertise in renewable energy. Triton shall maintain sole discretion in all matters of hiring and employment.
5. Triton will identify up to 15 REF Scholars for tuition assistance from REF and will use best efforts identify candidates who self-identify as being from diverse low-income, minority, or economically disadvantaged populations.
6. Triton will assist the prospective REF Scholars to apply for financial aid, which will be applied to tuition and fees as permitted by law and College policy. Grant aid obtained on behalf of the REF Scholars will reduce the amount of tuition assistance provided by REF.
7. Triton will provide REF with a statement showing the amount of grant aid that is received each semester by each REF Scholar, which will then be used to reduce the amount of tuition assistance that REF pays to Triton. Triton will be responsible for obtaining any necessary waivers from REF Scholars regarding the Family Educational Rights and Privacy Act (FERPA).
8. Triton will supply REF with demographic and other information required for the Future Energy Jobs Act (FEJA) reporting in the manner permitted by law, rule or regulation.
9. Triton understands that REF is making no representations regarding the job market or job availability for students completing the Certificate and/or Degree.

**D. Obligations of REF**

1. REF will identify potential instructors with renewable energy expertise for consideration by Triton. Such instructors shall be provided to Triton with no expectation of interview or employment.
2. REF has developed a renewable energy curriculum that will be available for use at Triton's discretion, to the extent such a curriculum meets the requirements of the Illinois Community College Board and the Higher Learning Commission.
3. The renewable energy curriculum prepares students to take the North American Board of Certified Energy Practitioners (NABCEP) PV Associate Exam and the NABCEP Technical Sales Professional Exam. REF will administer and pay for REF Scholars, who are enrolled at the end of the second semester of the Certificate program, to take the NABCEP PV Associate Exam. REF will provide information and pay for REF Scholars, who are enrolled at the end of the second semester of the Certificate program, to take the NABCEP Technical Sales Professional Exam, but will not administer the exam.
4. REF will donate the following equipment and supplies, which shall be deemed Triton property upon completion of the donation.
  - a. Solar curriculum and power points if needed.
  - b. Twenty (20) Photovoltaic Systems textbooks to be used as a library.
  - c. Fifteen (15) low voltage boards

- d. Ground mounted solar system and components for hands on training.
5. REF will provide a maximum of \$3,810 in tuition assistance per academic year per REF Scholar up to 15 REF Scholars. One half of the \$3,810 tuition assistance will be paid towards the first semester and one half will be paid towards the second semester. The potential amount of tuition assistance will be reduced by any grant aid for which the candidates may otherwise qualify through the assistance programs administered by Triton.
6. The tuition assistance will be paid by REF each semester directly to Triton on behalf of the REF Scholars upon receipt of statement from Triton showing the amount of grant aid that is received each semester by each REF Scholar. Triton will be responsible for obtaining any necessary waivers from REF Scholars regarding FERPA
7. Beginning in Year Two (2), up to an additional 15 scholarships will be provided by REF to allow the first group to complete the Degree while a new cohort of up to 15 REF Scholars starts the Certificate program. Thus, REF will provide up to a maximum of 30 scholarships in Year Two (2).
8. REF Scholars shall be identified by Triton, using legally permissible criteria determined by REF with a particular emphasis on those students who self-identify as diverse low-income, minority, or economically disadvantaged populations.
9. REF will assist Triton in candidate recruitment at high schools identified by Triton in the geographic area serviced by Triton.

**E. Termination.** This MOU will be reviewed after the initial two (2) year period. Either party may suspend participation in this MOU at any time by providing written notice to the other party. Any students enrolled in the Certificate or Degree program at the time of termination shall be permitted to complete the then current semester under the terms and conditions stated herein.

Renewal of the MOU must be acknowledged in writing and signed by the authorized agents of Triton and REF.

**F. General Provisions**

REF agrees to hold harmless and indemnify Triton, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of REF, its officers, agents or employees, under this Agreement.

Triton agrees to hold harmless and indemnify REF, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against REF, its officers, agents, trustees or employees, including



reasonable attorneys' fees and expenses, arising out of the acts or omissions of Triton, its officers, agents or employees, under this Agreement.

Triton College, as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation.

Each party assumes full responsibility for the payment of all federal, state and local taxes incurred by the party as a result of this Memorandum.

This Memorandum is acknowledged by an authorized representative of each party in the representative's official capacity only and the representative shall have no personal liability under this Memorandum.

Neither party shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each party certifies that it is an equal opportunity employer, maintains a written sexual harassment policy, and a Drug Free Workplace in compliance with applicable law.

This Memorandum shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.

**F. Notification**

**NOTICES TO REF SHALL BE SENT TO:**

Illinois Renewable Energy Fund  
2722 S. Martin Luther King Drive  
Chicago, Illinois 60616  
Attn: Harry Ohde  
Executive Director

**NOTICES TO TRITON COLLEGE SHALL BE SENT TO:**

Triton College  
2000 North Fifth Avenue, RM A309  
River Grove, Illinois 60171  
Attn: Dr. Susan Campos  
Vice President of Academic Affairs

With a copy to:

Sarie Winner

Kusper & Raucci Chartered  
30 North LaSalle Street  
Suite 2121  
Chicago, Illinois 60602

**G. Acknowledgment**

<p>Mark R. Stephens, Board Chairman Triton College</p> <p>By _____</p> <p>Date _____</p>	<p>Harry Ohde, Executive Director REF</p> <p>By _____</p> <p>Date _____</p>
--	---

# Appendix A

## Proposed New Program

## Renewable Energy Technology, Certificate

### 30 Credit Hours

#### Semester One

ARC 102	OSHA 10-Hour Construction Training	1 credit
ENT 104 ◇	Electricity Basic Fundamentals	3 credits
HTH 281	First Aid/CPR	2 credits
MAT 122	Technical Math	3 credits
REN 100	Introduction to Renewable Energy	3 credits
REN 110 #	ARC Flash Prevention	1 credit
REN 120 #	Photovoltaic Design Fundamentals	3 credits
Total Credit Hours:		16

#### Semester Two

ENT 202◇	Electricity Sustainability	4 credits
REN 130 #	National Electric Code and Grid Installation	4 credits
REN 200 #	Photovoltaic System Integrator	3 credits
REN 220 #	Wind Power Generation Design Fundamentals	3 credits
Total Credit Hours:		14

Total credits required to graduate: 30

# Proposed AAS Completion for IBEW REF

## Renewable Energy Technology, AAS

### Curriculum BIS.REN.AAS (C260A)

#### 60 Credit Hours

The Renewable Energy Technology Associate in Applied Science degree emphasizes basic techniques and skills necessary for entry-level employment in the alternative energy industry. Students acquire proficiency in electricity and magnetism, controls, Photovoltaics (PV), wind, energy efficiency, effective communications and employment skills.

Program graduates may seek entry-level employment in companies, such as solar installation, wind, energy auditing and weatherization and may be employed as solar technicians, wind technicians, and energy auditors. Some may be entrepreneurial and may choose to start their own renewable energy companies. The Renewable Energy Technology curriculum is designed to meet the increasing demands for skilled renewable energy technicians in solar, wind, and energy efficiency. Course work emphasizes safety, electricity and magnetism, and controls, in addition to renewable energy technologies.

IBEW REF students will complete the Renewable Energy Technology Certificate (30 credit hours) and then complete the remaining 30 credit hours below to finish the AAS degree (60 credit hours total)

#### Semester Three

ARC 110	Materials and Methods of Sustainability	3 credits
BUS 141	Introduction to Business	3 credits
PHL 113	Environmental Ethics	3 credits
REN 210 #	Advanced Photovoltaic On/Off Grid Installation	3 credits
RHT 101 ◇ #	Freshman Rhetoric & Composition I	3 credits
Total Credit Hours:		15

#### Semester Four

RHT 102 ◇ #	Freshman Rhetoric & Composition II	3 credits
REN 230 #	Wind Turbine Maintenance	3 credits
REN 240 #	Energy Auditing and Building Weatherization Fundamentals	3 credits
BUS 150	Principles of Management	3 credits
SPE 101 ◇ #	Principles of Effective Speaking	3 credits
Total Credit Hours:		15

Total Credits Required for Graduation: 60

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

Meeting of December 17, 2019

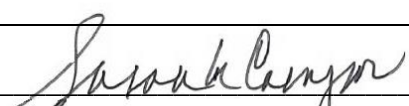
ACTION EXHIBIT NO. 16392

**SUBJECT: INDEPENDENT CONTRACTOR AGREEMENT #2 WITH  
FREDRICK STANLEY**

**RECOMMENDATION:** That the Board of Trustees approve a second Independent Contractor Agreement with Mr. Fredrick Stanley to provide consulting services on the FY2020 Carl D. Perkins grant. This Agreement will be effective December 18, 2019 through June 30, 2020. This Agreement may be terminated at any time by Triton College and the contractor will only be paid for work completed up to the time of termination. The maximum cost of this Agreement is \$42,750 (855 hours at \$50 per hour). In FY20 to date, Mr. Stanley has been paid \$22,500 for Perkins grant service. This is an allowable expense under the Perkins grant guidelines. The total FY20 payments will not exceed \$65,250.

**RATIONALE:** Fredrick Stanley is providing oversight of the FY2020 Carl D. Perkins grant and development of a four year Perkins V “Comprehensive Local Needs Assessment” and Local Plan requiring coordination between Triton College and in district high schools. This plan will coordinate fully-articulated, unduplicated programs of study. This contract brings the total amount paid to Mr. Stanley for both FY2019 and FY2020 to \$85,187.

**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 Board signature: Yes ☒ No ☐



# Agreement Between Triton College and Independent Contractor

Start date: 12/18/19  
Maximum value: \$ 42,750

This Agreement made this 17<sup>th</sup> day of December, 2019, between Community College District No. 504 (hereinafter referred to as "Triton College"), located at 2000 Fifth Ave., River Grove, Ill. 60171 and Independent Contractor Fredrick Stanley (hereinafter referred to as "Independent Contractor"), located at 7817 S. Creiger Ave, Chicago IL 60649.

In consideration of the mutual promises of the parties hereinafter specified, it is agreed by the parties as follows:

- Independent Contractor shall perform the following services under this Agreement: For consulting services and work on the FY20 and FY21 Perkins Plan and 5 year CTE plan with DVR activities which will include planning, training, and the creation of materials. This agreement may be canceled at any time by Triton College and Contractor will be paid only for work completed at the time of cancellation.
- The location of the services to be performed shall be at the Triton College Campus, E-315 (building and room number), 2000 Fifth Ave., River Grove, Ill.; or off-campus location, \_\_\_\_\_.
- Independent Contractor shall perform the services on: date(s) 12/18/2019 to 6/30/2020 and time(s) 8 AM to 5 pm.
- Triton College agrees to pay to Independent Contractor the amount of \$ 42,750, which shall be paid within 60\* days of receipt of accurate and detailed invoices of all work performed, with a narrative of work completed as requested. Invoices shall be submitted within 10 college business days from the latest date specified in paragraph three (3) above. Failure to submit proper or accurate invoices will delay the issuance of payment. Triton College shall have the right to review and request clarification of any invoice prior to issuance of payment (\*60 days is standard).
- Independent Contractor agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees including reasonable attorneys fees and expenses arising out of the acts or omissions of Independent Contractor, its officers, agents or employees under this Agreement.
- Independent Contractor shall perform its obligations under this Agreement as an independent contractor and shall not be considered an employee of Triton College for any purpose. Further, Independent Contractor expressly agrees that neither it, nor any of its employees, shall be entitled to or make a claim for any benefits that may be available to employees of Triton College, including but not limited to, SURS, pension, retirement, health, life or worker's compensation coverage. In the event a claim is made for any such benefits, Independent Contractor shall fully indemnify Triton College, its officers, trustees, employees and agents from all costs and responsibilities associated with the claim for benefits.
- Independent Contractor assumes full responsibility for the payment of all federal, state or local taxes incurred by Independent Contractor as a result of this Agreement.
- This Agreement is executed by an authorized representative of Triton College in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
- Independent Contractor represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations hereunder in accordance with accepted industry standards and agrees to perform in accordance with accepted industry standards.
- In no event shall Triton College be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings. The entire liability of Triton College and Independent Contractor's exclusive remedy for breach of this contract shall not exceed the initial deposit paid to Independent Contractor which the parties acknowledge is an appropriate measure of liquidated damages and said amount shall not be construed as a penalty.
- This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any "conflict of laws" provision. All disputes arising out of this Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
- Independent Contractor, pursuant to 720 ILCS 5/33E-11 as amended, hereby certifies that neither it nor any of its partners, officers or owners has been convicted in the past five years of the offense of bid rigging under 720 ILCS 5/33E-3 as amended; that neither it nor any of its partners, officers or owners has ever been convicted of the offense of bid rotating under Section 720 ILCS 5/33E-4 as amended; and that neither it nor any of its partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.
- Independent Contractor does not discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental handicap or an unfavorable discharge from military service or any other basis prohibited by law in the hiring, employment, promotion or training of personnel. Independent Contractor certifies that it is an equal opportunity employer.
- Independent Contractor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
- If Independent Contractor has more than 25 employees, Independent Contractor certifies that it provides a drug free workplace in compliance with the Drug Free Workplace Act, 30 ILCS 580/1 et seq.
- Independent Contractor shall maintain liability insurance in minimum limits of \$1,000,000 per occurrence and \$1,000,000 in the aggregate and shall name Triton College, its officers, agents, trustees and employees as additional insureds.
- The instruction rendered by the Independent Contractor under this Agreement shall not in any manner be used towards attaining tenure or seniority as a faculty member employed by Triton College.
- Time is of the essence of this Agreement.
- The use of the word "it" in this Agreement shall include the feminine or masculine, and the singular and plural, in reference to the parties to this Agreement.
- Assignment of this Agreement or assignment of any right or obligation contained herein by Independent Contractor is strictly prohibited.
- There are 0 Riders to this Agreement. This Agreement and any riders attached hereto constitute the entire Agreement of the parties, and there are no other Agreements, representations or understanding, or written instruments between the parties with respect to the subject of this Agreement. No alteration, modification or amendment to this Agreement shall be valid unless in writing and signed by both parties.
- Any provision hereof which is construed by a court of competent jurisdiction to be illegal or unenforceable shall be reduced to the maximum time, area or scope necessary to render such clause legal and enforceable, or if same is incapable of being so reduced, such clause shall be deemed severed here from and shall not affect or impair the operability of any other provision of this Agreement.
- Either party may terminate the Agreement upon written notice to the other party with or without cause. In the event of termination by either party, the balance due shall be determined based upon work performed and approved by the College, in writing, prior to the effective date of termination. In the event of partial work, whether based upon days of work or project completion, any amount due shall be prorated based upon the percentage of the approved work completed prior to the effective date of termination.

In witness whereof, the parties have executed this Agreement upon the day and year first above written.

Maximum 42,750

Community College District No. 504 (Triton College) Representative\* \_\_\_\_\_ Date \_\_\_\_\_

\*Contract is not valid unless each page bears initials of contract manager.

Administrator DE 11/13/19

Dean 11/13/19

Vice President 11/13/2019

Other 62/82

White-Contract Manager  
Green-Business Office  
Canary-Requisitioner  
Pink-Vice President  
Gold-Independent Contractor

(PRINT OR TYPE ONLY)

Fredrick O. Stanley  
Independent Contractor

Signature \_\_\_\_\_

Address 7817 S. Creiger Ave.

Telephone (773) 419-6456 Email address frankstanley@netscape.net

Social Security no. or FEIN 259-12-8948





# Agreement Between Triton College and Independent Contractor

Start date: 7/22/2019  
Maximum value: \$ 22,500

This Agreement made this 5<sup>th</sup> day of August, 2019, between Community College District No. 504 (hereinafter referred to as "Triton College"), located at 2000 Fifth Ave., River Grove, Ill. 60171 and Independent Contractor Fredrick Stanley (hereinafter referred to as "Independent Contractor"), located at 7817 S. Creiger Ave., Chicago, IL 60649

In consideration of the mutual promises of the parties hereinafter specified, it is agreed by the parties as follows:

1. Independent Contractor shall perform the following services under this Agreement: FCV Consulting Services and work on the FY20 and FY21 Perkins Plan and SYR CTE Plan with DVR activities which will include planning, training, and the creation of materials. This agreement may be cancelled at any time.
2. The location of the services to be performed shall be at the Triton College Campus, 2000 Fifth Ave., River Grove, Ill.; or off-campus location, (building and room number),
3. Independent Contractor shall perform the services on: date(s) 7/22/19 to 6/30/20 and time(s) 8:00 AM to 5:00 PM
4. Triton College agrees to pay to Independent Contractor the amount of \$ 22,500, which shall be paid within 60\* days of receipt of accurate and detailed invoices of all work performed, with a narrative of work completed as requested. Invoices shall be submitted within 10 college business days from the latest date specified in paragraph three (3) above. Failure to submit proper or accurate invoices will delay the issuance of payment. Triton College shall have the right to review and request clarification of any invoice prior to issuance of payment (\*60 days is standard).
5. Independent Contractor agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees including reasonable attorneys fees and expenses arising out of the acts or omissions of Independent Contractor, its officers, agents or employees under this Agreement.
6. Independent Contractor shall perform its obligations under this Agreement as an independent contractor and shall not be considered an employee of Triton College for any purpose. Further, Independent Contractor expressly agrees that neither it, nor any of its employees, shall be entitled to or make a claim for any benefits that may be available to employees of Triton College, including but not limited to, SURS, pension, retirement, health, life or worker's compensation coverage. In the event a claim is made for any such benefits, Independent Contractor shall fully indemnify Triton College, its officers, trustees, employees and agents from all costs and responsibilities associated with the claim for benefits.
7. Independent Contractor assumes full responsibility for the payment of all federal, state or local taxes incurred by Independent Contractor as a result of this Agreement.
8. This Agreement is executed by an authorized representative of Triton College in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
9. Independent Contractor represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations hereunder in accordance with accepted industry standards and agrees to perform in accordance with accepted industry standards.
10. In no event shall Triton College be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings. The entire liability of Triton College and Independent Contractor's exclusive remedy for breach of this contract shall not exceed the initial deposit paid to Independent Contractor which the parties acknowledge is an appropriate measure of liquidated damages and said amount shall not be construed as a penalty.
11. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any "conflict of laws" provision. All disputes arising out of this Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
12. Independent Contractor, pursuant to 720 ILCS 5/33E-11 as amended, hereby certifies that neither it nor any of its partners, officers or owners has been convicted in the past five years of the offense of bid rigging under 720 ILCS 5/33E-3 as amended; that neither it nor any of its partners, officers or owners has ever been convicted of the offense of bid rotating under Section 720 ILCS 5/33E-4 as amended; and that neither it nor any of its partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.
13. Independent Contractor does not discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental handicap or an unfavorable discharge from military service or any other basis prohibited by law in the hiring, employment, promotion or training of personnel. Independent Contractor certifies that it is an equal opportunity employer.
14. Independent Contractor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
15. If Independent Contractor has more than 25 employees, Independent Contractor certifies that it provides a drug free workplace in compliance with the Drug Free Workplace Act, 30 ILCS 580/1 et seq.
16. Independent Contractor shall maintain liability insurance in minimum limits of \$1,000,000 per occurrence and \$1,000,000 in the aggregate and shall name Triton College, its officers, agents, trustees and employees as additional insureds.
17. The instruction rendered by the Independent Contractor under this Agreement shall not in any manner be used towards attaining tenure or seniority as a faculty member employed by Triton College.
18. Time is of the essence of this Agreement.
19. The use of the word "it" in this Agreement shall include the feminine or masculine, and the singular and plural, in reference to the parties to this Agreement.
20. Assignment of this Agreement or assignment of any right or obligation contained herein by Independent Contractor is strictly prohibited.
21. There are 0 Riders to this Agreement. This Agreement and any riders attached hereto constitute the entire Agreement of the parties, and there are no other Agreements, representations or understanding, or written instruments between the parties with respect to the subject of this Agreement. No alteration, modification or amendment to this Agreement shall be valid unless in writing and signed by both parties.
22. Any provision hereof which is construed by a court of competent jurisdiction to be illegal or unenforceable shall be reduced to the maximum time, area or scope necessary to render such clause legal and enforceable, or if same is incapable of being so reduced, such clause shall be deemed severed here from and shall not affect or impair the operability of any other provision of this Agreement.
23. Either party may terminate the Agreement upon written notice to the other party with or without cause. In the event of termination by either party, the balance due shall be determined based upon work performed and approved by the College, in writing, prior to the effective date of termination. In the event of partial work, whether based upon days of work or project completion, any amount due shall be prorated based upon the percentage of the approved work completed prior to the effective date of termination.

In witness whereof, the parties have executed this Agreement upon the day and year first above written.

Maximum Value \$ 22,500

Community College District No. 504 (Triton College) Representative

\*Contract is not valid unless each page bears initials of contract manager.

Administrator

Dean

Vice President

Other

White-Contract Manager  
Green-Business Office  
Canary-Requisitioner  
Pink-Vice President  
Gold-Independent Contractor

(PRINT OR TYPE ONLY)

Independent Contractor

Signature

Address

Telephone

Social Security no. or FEIN

Email address

63/82

Rev. Date 4/18

Must be completed in full for processing.

# MEMORANDUM

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**DATE:** November 13, 2019

**TO:** Dr. Susan Campos  
Vice President, Academic Affairs

**FROM:** Paul Jensen *PJ*  
AVP Academic Innovation and Workforce Education  
Derrell Carter *DC*  
AVP Communications and Institutional Advancement

**RE:** Perkins Consultant Fred Stanley – Additional Services

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The college currently has a contract with Fred Stanley for \$22,500 to serve as the FY20 Perkins coordinator and also lead the planning for the transition between Perkins IV and Perkins V. We budgeted \$45,000 for this activity with a plan to assess midyear and generate a second contract for any remaining work. At this time we recognize additional time and budget will be required.

In addition to the development of a multi-year fiscal and program plan for the college, Perkins V requires submission of a Comprehensive Local Needs Assessment (CLNA) which amounts to a system wide self-study completed in consultation with a broad range of district stakeholders. The quantity of CLNA research and assessment work required is significant and could not be easily estimated due to the newness of this joint planning process. As a result our initial estimate of the amount of work required for completion was low.

**Proposed scope of work:**

- Continued oversight of FY20 Perkins IV activities, quarterly programmatic reporting, and Perkins administration training for CTE coordinators and deans
- Perkins V CLNA/Planning: Research (workforce data); Programs of Study completion, assessment and inventory; work sessions with DVR, GDO, Stakeholders, CTE workgroup (deans); CLNA project management, assessment, completion; completion, coordination, and exchange of information with DVR for its secondary Perkins CLNA.
- Compiling data for the FY21-24 Perkins V plan and budget based on the CLNA

**Proposed deliverables:**

- Completed FY20 Perkins IV Q2, Q3, Q4 reports and any requested final modifications
- Completed/submitted Perkins V CLNA, supporting documentation and partner approvals
- Completed FY21-24 Perkins V program plan and budget

To support this additional work, we request \$20,250 (410 hours at \$50 per hour) beyond the original budget of \$45,000. This would bring the total value of the two contracts for FY20 to \$65,250. The GDO can verify there are sufficient unexpended Q1 and 2 salary funds in Health (Sim Tech) and Enrollment Services (Degree Audit Advisor) to fund this modification.

cc. Vice President Sean Sullivan



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

Meeting of December 17, 2019

ACTION EXHIBIT NO. 16393

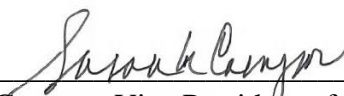
**SUBJECT:** COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS,  
DECEMBER 2019

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

**RATIONALE:** This recommendation was approved by the College Curriculum Committee on  
December 5, 2019 and approved by the Academic Senate on December 10, 2019.

PENDING APPROVAL

**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: Friday, December 06, 2019

RE: College Curriculum Committee Item(s) from December 5, 2019  
for Academic Senate on December 10, 2019

## CCC Number Item/Description and Summary

**ARC 104 Introduction to Architecture**      **Effective Date:** 1/20/2020

**Proposal Type:** Revised Course

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

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

**ARC 170 Design 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 and to align with industry standards.

**ARC 187 Architectural Drawings & Models**      **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 and to align with industry standards.

## CCC Number Item/Description and Summary

**ARC 189 AutoCAD & 3D Computer Modeling**      **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 and to align with industry standards.

**ARC 220 Materials, Methods & Sustainability II**      **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 description, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.

**ARC 272 Design III**      **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 and to align with industry standards.

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

**ARC 296**    **Special Topics in Architecture**      **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 and to align with industry standards.

**AUT 112**    **Introduction to Automotive Technology**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, assessment, instructional strategies, description and textbook  
**Rationale:**    In our effort to make our students more employable since day one and as per our advisory committee; we all agree that current, authentic and relevant to industry standard changes have to be implemented ASAP in AUT 112, Introduction to Automotive Technology. Becoming more employable adds relevance to our instruction, motivates students to complete a program and helps our district in terms of completion. Furthermore, students will be able to connect to the outside world with their everyday instruction. The intended changes will meet or even exceed industry standards, and is likely that students will perform at a higher level due to our instruction relevance.  
  
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 and to align with industry standards.

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

**AUT 114**    **Fuel Management Systems**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, textbook, assessment and instructional strategies  
**Rationale:**    Triton College provides all specialty tools, therefore there is no need to purchase additional tools other than those acquired in AUT 112, so the cost of tools was lowered in the revised description.

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

**AUT 127**    **Automotive Electricity & Electronics I**      **Effective Date:**      1/20/2020

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

**AUT 129**    **Automotive Electricity and Electronics I**      **Effective Date:**      1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, prerequisite to 'AUT 127', textbook, assessment and instructional strategies  
**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with prerequisite (for students to have basic electricity theory prior to taking a more advanced electricity/electronics course), textbook, assessment and instructional strategies, to bring in line with current course offering and to align with industry standards.

CCC Number	Item/Description and Summary	Effective Date:	
<b>AUT 136</b>	<b>Brake Systems</b>	1/20/2020	
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, prerequisite to 'AUT 127 or, concurrent enrollment, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with prerequisite, textbook, assessment, instructional strategies and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
<b>AUT 137</b>	<b>Preventative Maintenance Inspection (ASE T-8)</b>	1/20/2020	
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, prerequisite to 'AUT 127, AUT 136, AUT 240, description, textbook, 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 prerequisite (AUT 127 added so that students will have experience with electricity), description, textbook, assessment, instructional strategies and topical learning outcomes, to bring in line with current course offering and to align with industry		
<b>AUT 150</b>	<b>Automotive Power Plants</b>	1/20/2020	
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, prerequisite to 'AUT 127', description, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with prerequisite (AUT 127 was added so that students have experience removing, installing and diagnosing engines and remove and repair wiring harnesses), description, textbook, assessment and instructional strategies, to bring in line with current course offering and to align with industry standards.		

CCC Number	Item/Description and Summary	Effective Date:	
<b>AUT 226</b>	<b>Engine Performance &amp; Diagnosis</b>	1/20/2020	
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, prerequisite to 'AUT 114, AUT 150', description, textbook, 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 prerequisite (updated prerequisites are required to properly diagnose, evaluate, recommend and perform repairs), description, textbook, assessment, instructional strategies and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
<b>AUT 230</b>	<b>Computerized Engine Controls</b>	1/20/2020	
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, prerequisite to 'AUT 129, AUT 226', textbook, 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 prerequisite (AUT 129 was added to ensure students know electricity while AUT 226 provides the more advance theory required to properly diagnose and repair a newer model vehicle), textbook, assessment, instructional strategies and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
<b>AUT 240</b>	<b>Steering, Suspension and Alignment</b>	1/20/2020	
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, prerequisite to 'AUT 127, AUT 136', textbook, assessment and instructional strategies		
<b>Rationale:</b>	Steering and suspensions have become more electronic than ever and to properly diagnose them, students need basic theory and application in AUT 127, along with hydraulic principles in AUT 136.		
	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, assessment and instructional strategies, to bring in line with current course offering and to align with industry standards.		



CCC Number	Item/Description and Summary		
<b>AUT 298</b>	<b>Automotive Internship III</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, prerequisite to 'permission of instructor', assessment and instructional strategies		
<b>Rationale:</b>	<p>Instructor must keep a record as to the amount of hours worked at a repair facility thus, instructor's permission allows student, repair facility and instructor be in the same page. The hours worked at a repair facility get recorded and help fulfill college and custom training graduation requirements.</p> <p>The general education outcomes were updated to align with our institutional general education outcome revision, along with prerequisite, assessment and instructional strategies, to bring in line with current course offering and to align with industry standards.</p>		
<b>AUT 299</b>	<b>Automotive Internship IV</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, prerequisite to 'permission of instructor', assessment and instructional strategies		
<b>Rationale:</b>	<p>Instructor must keep a record as to the amount of hours worked at a repair facility thus, instructor's permission allows student, repair facility and instructor be in the same page. The hours worked at a repair facility get recorded and help fulfill college and custom training graduation requirements.</p> <p>The general education outcomes were updated to align with our institutional general education outcome revision, along with prerequisite, assessment and instructional strategies, to bring in line with current course offering and to align with industry standards.</p>		
<b>BIS 242</b>	<b>Introduction to Human Pathophysiology</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 description, assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>BOT 110</b>	<b>Good Lab Pract/Good Manufact Practice in Biotechnology</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 description, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 141</b>	<b>Introduction to Business</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>BUS 161</b>	<b>Business Law I</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 description, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 188</b>	<b>Business Writing</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, textbook, assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>BUS 200</b>	<b>Introduction to Human Resource Management</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 205</b>	<b>Problem Solving for Human Resources</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, textbook, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 210</b>	<b>Recruitment and Selection</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, textbook, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 212</b>	<b>Principles of Finance</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, textbook, assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>BUS 220</b>	<b>Training and Development</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, 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 description, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.		
<b>BUS 240</b>	<b>Compensation and Benefits</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 250</b>	<b>Employee and Labor Relations</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 260</b>	<b>Labor Law</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, textbook, assessment and instructional strategies, to bring in line with current course offering.		

CCC Number	Item/Description and Summary		
<b>BUS 262</b>	<b>Business Law II</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 270</b>	<b>Employee Health and Safety</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with description, textbook, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 290</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, prerequisite to '1) completion of 12 college credit hours with two (2) of these courses in discipline must be completed; 2) 2.0 G.P.A. ("C" average); and 3) approval of Cooperative Education Office', 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 prerequisite, description, assessment and instructional strategies, to bring in line with current course offering.		
<b>BUS 291</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 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>CHM 110</b>	<b>Fundamentals of Chemistry</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, 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 description, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering.		
<b>C407X</b>	<b>Geographic Information Systems Certificate</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Curriculum		
<b>Summary:</b>	program withdrawn		
<b>Rationale:</b>	C407X, Geographic Information Systems is being withdrawn due to lack of student interest, along with the program specific courses CIS 104 and CIS 204 have not run.		
<b>CIS 104</b>	<b>Geographic Information Systems Fundamentals</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	CIS 104 has never run due to lack of students and is attached to Geographic Information Systems Certificate and Business Management Degree. The Geographic Information Systems Certificate is being inactivated and will eventually be withdrawn due to lack of student interest.		
<b>CIS 204</b>	<b>Geographic Information System Analysis and Project</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	CIS 204 has never run due to lack of students and is attached to Geographic Information Systems Certificate and Business Management Degree. The Geographic Information Systems Certificate will eventually be withdrawn due to lack of student interest.		



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

**DAN 110**    **Dance Appreciation**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Delete Course  
**Summary:**    course deleted

**Rationale:**    DAN 110 has not been offered in more than 10 years, therefore, it is being deleted.

**COT 106**    **Carpentry: Rough Carpentry**                      **Effective Date:**              1/20/2020  
**Lab Fee:**                      \$100.00

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, fee from \$50 to \$100, description, textbook, 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 textbook, assessment and instructional strategies, to bring in line with current offering and to align with industry standards. The fee is being increased to cover the cost of consumables.

**COT 107**    **Codes, Specifications and Print Reading**                      **Effective Date:**              1/20/2020

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

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

**COT 111**    **Plumbing: Fixtures, Valves and Faucets**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, textbook, 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 textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.

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

**COT 142**    **Construction Contract**                      **Effective Date:**              1/20/2020

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

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

**COT 206**    **Carpentry: Finish Carpentry**                      **Effective Date:**              1/20/2020  
**Lab Fee:**                      \$100.00

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, textbook, assessment and instructional strategies; fee increased from \$50 to \$100

**Rationale:**    The general education outcomes were updated to align with our institutional general education outcome revision, along with description, textbook, assessment and instructional strategies, to bring in line with current course offering and to align with industry standards. The fee is being increased to cover the cost of consumables

**COT 210**    **Plumbing: Fixture Installation**                      **Effective Date:**              1/20/2020

**Proposal Type:**    Revised Course  
**Summary:**    updated general education outcomes, description, 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 and to align with industry standards.

**COT 211**    **Plumbing: Installation and Repair**                      **Effective Date:**              1/20/2020

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

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

CCC Number	Item/Description and Summary		
<b>COT 248</b>	<b>Construction: Planning and Scheduling</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 and instructional strategies; course fee from \$125 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 and to align with industry standards. The fee is being decreased, as the amount was in excess of consumables used.		
<b>COT 258</b>	<b>Construction Cost Estimating</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 description, assessment and instructional strategies, to bring in line with current course offering and to align with industry standards.		
<b>COT 118</b>	<b>Construction Safety &amp; Loss Prevention</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 118 is no longer being offered, and is not attached to any program, therefore, it is being deleted.		
<b>COT 164</b>	<b>Soils</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 164 is no longer being offered, and is not attached to any program, therefore, it is being deleted.		
<b>COT 245</b>	<b>Construction Jobsite</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 245 is no longer being offered, and is not attached to any program, therefore, it is being deleted.		

CCC Number	Item/Description and Summary		
<b>COT 246</b>	<b>Construction Internship I</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	COT 246 is no longer being offered, and is not attached to any program, therefore, it is being deleted.		
<b>C420A</b>	<b>Culinary Training Certificate</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Curriculum		
<b>Summary:</b>	deleted HIA 118		
<b>Rationale:</b>	HIA 118 has not been taught since spring 2014, therefore, it is being removed from the Culinary Training Certificate program.		
<b>HIA 114</b>	<b>Introduction to Confectionary Technology</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	HIA 114 has not been taught in more than five years and is not required in any program, therefore, it is being deleted.		
<b>HIA 118</b>	<b>Food Service and Sanitation Refresher</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Delete Course		
<b>Summary:</b>	course deleted		
<b>Rationale:</b>	HIA 118 has not been taught since spring 2014 and is not required in any program, therefore, it is being deleted.		
<b>HIA 127</b>	<b>Cake and Pastry Decoration</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, assessment, instructional strategies, textbook, topics and topical learning outcomes		
<b>Rationale:</b>	The general education outcomes have been updated to align with our institutional general education outcome revision, along with description, assessment, instructional strategies, textbook, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		

CCC Number	Item/Description and Summary		
<b>HIA 128</b>	<b>Introduction to Baking and Pastry</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, 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 description, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
<b>HIA 274</b>	<b>Retail Bakery Management</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, 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 textbook, assessment, instructional strategies, and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
<b>HIA 276</b>	<b>Food and Beverage Purchasing/Cost Control</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, 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 textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
<b>HIA 277</b>	<b>Catering Management</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, 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 textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		

CCC Number	Item/Description and Summary		
<b>HIA 280</b>	<b>Introduction to Wines and Spirits</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, 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 textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
<b>HIA 296</b>	<b>Special Topics in the Hospitality Industry</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, textbook, 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 description, textbook, assessment, instructional strategies, topics and topical learning outcomes, to bring in line with current course offering and to align with industry standards.		
<b>HUM 299</b>	<b>Scholars Seminar</b>	<b>Effective Date:</b>	5/25/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, description, assessment, instructional strategies and topical learning outcomes; prefix to 'ENG'		
<b>Rationale:</b>	HUM 299 is changing to ENG 299, (English Department), as it is a better fit for the classroom content. The general education outcomes were updated to align with our institutional general education outcome revision, along with description, textbook, assessment, instructional strategies and topical outcomes, to bring in line with current course offering.		
<b>PHL 101</b>	<b>Introduction to Philosophy</b>	<b>Effective Date:</b>	1/20/2020
<b>Proposal Type:</b>	Revised Course		
<b>Summary:</b>	updated general education outcomes, textbook, assessment and instructional strategies		
<b>Rationale:</b>	The general education outcomes were updated to align with our institutional general education outcome revision, along with textbook, assessment and instructional strategies, to bring in line with current course offering.		

<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 description, assessment and instructional strategies, to bring in line with current course offering.

Districtwide Schedule of Classes – Summer 2020

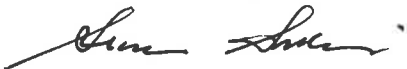
The following firms have been invited to submit bids for printing the Summer 2020 Districtwide Schedule of Classes. An advertisement for bid was placed in the Chicago Tribune-west cook county zone. Immediately after the closing hour for receiving bids which was 2:15 p.m., local time, Tuesday, November 19, 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	NET COST
Breese Publishing	\$37,599.00
P.O. Box 405	
Breese, IL 62230	

It is recommended that the Board of Trustees accept the proposal submitted by Breese 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.	100,033.98
Schedule	37,599.00
Balance	\$62,367.02

DISTRIBUTION:

B.

## MEMORANDUM

**To: Sean Sullivan**

**From: Sam Tolia**

**Date: 11/21/19**

**Re: Bid Results**

Six printers submitted a bid for the printing of the Summer 2020 Triton College District wide Combined Schedule. These bids are based on printing 145,000 copies at 80 pages plus cover. The cover prints four-color on 60# Gloss Enamel Text and the body prints two-color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddle stitching, storage and simplified mailing.

The bid is as follows:

Castle Printech	\$55,430
Midstates Inc.	\$42,595
Topweb	\$41,000
Woodward Printing Services	\$40,848
Blue Island Newspaper Printing	\$39,940
Breese Publishing Company	\$37,599

Accepting the bid from Breese Publishing Company is recommended.

# Summer 2020 - Districtwide Schedule of Classes

Vendor Name	Castle Printech	Midstates Group	Top Web	Breese Publishing	Woodward Printing	Blue Island Newspaper Printing
145,000	55,430.00	42,595.00	41,000.00	37,599.00	40,848.00	39,940.00
Additional signature +4	1,200.00	-	-	6,647.00	1,169.00	1,400.00
+8	2,000.00	-	-	7,901.00	2,166.00	2,800.00
+16	3,200.00	-	46,000.00	6,846.00	4,298.00	5,500.00
Less signature -4	(400.00)	-	-	(4,694.00)	(964.00)	(700.00)
-8	(600.00)	-	-	(642.00)	(2,106.00)	(1,400.00)
-16	(800.00)	-	(31,000.00)	(4,335.00)	(4,239.00)	(2,700.00)
Additional M's	380.00	-	316.00	193.65	258.00	206.00
Inserts per 1,000	20.00	-	N/A	15.00	25.00	24.00
Delivery	Included	4,000.00	1,000.00	Included	Included	Included
Simplified Mailing	Included	-	2,200.00	Included	Included	Included
Storage	Included	275.00	150.00	Included	Included	Included
Other Charges	none	none	Cover 10,867	none	none	none
Total	55,430.00	46,870.00	55,217.00	37,599.00	40,848.00	39,940.00

# SPECIFICATIONS

## NAME

Summer 2020 Triton College Districtwide Combined Schedule of Classes

## PAGES

Please provide quote for 80 page plus cover;  
quote cost of plus or minus four-page signatures.

## QUANTITY

145,000; give price for additional M's.

## SIZE

Tabloid format; 10 1/2" x 12", saddlestitch.

## INK

Two color throughout (Black and pms); four-color on front and back cover.

## PAPER

**Cover:** 60# gloss enamel text    **Body:** Good quality, 30# newsprint  
Note: Clearly indicate whether or not cost of paper is included in base price of bid.

## BLEEDS

Cover bleeds 4-sides. Body bleeds 4-sides. (Finished trim size is 10 1/2" x 12").

## BINDERY

Saddlestitch.

## COPY

Files provided via e-mail approximately Jan. 27, 2020.

## PROOFS

A 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.



## **DELIVERY**

4,000 schedules are to be delivered approximately Feb 3, 2020, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

## **STORAGE**

141,000 schedules need to be stored until March 4, 2020.

## **MAILING/2ND DELIVERY**

141,000 copies to be prepared for simplified mailing and delivered approximately March 4, 2020, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

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 CASS-certified Mailing List or subscription 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 CANNOT make any exceptions to these requirements.)

Printer should furnish to Lori Silvestri at Triton College, Room 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 [lorisilvestri@triton.edu](mailto:lorisilvestri@triton.edu) or (708) 456-0300, Ext. 3812.

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal.

If additional information or clarification is needed, please phone 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

Creskide 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