



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, September 25, 2018**

- I. CALL TO ORDER** September 25, 2018 at 6:30 p.m.  
Boardroom – A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LV**  
Minutes of the Regular Board Meeting of August 28, 2018, No. 3
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**  
A. Academic Affairs/Student Affairs  
B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- Strategic Plan Mid-Year Update
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
- A. Action Exhibits
- 16191 Approval of FY 2018 Audit
  - 16192 Resolution Adopting FY 2019 Budget
  - 16193 FY 2019 Student Activities Budget & Expenditures
  - 16194 Certification of Chargeback Reimbursement Fiscal Year 2019
  - 16195 Request for Life Safety Project FY 19
  - 16196 Prevailing Wage Resolution 2018-19
  - 16197 Krueger International, Inc. Furniture Purchase
  - 16198 Revision of GED Course Fees

- 16199 Course Fee for MAT 045 and 055 iLaunch Sections
- 16200 Purchase of Success Navigator Assessments for Placement
- 16201 Purchase of Accuplacer Units for Placement Testing

B. Purchasing Schedules

C. Bills and Invoices

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

E. Human Resources Report

Offer Position and Contract Approval

- 3.2.01 Jodi Koslow Martin, Vice President of Enrollment Management & Student Affairs
- 3.2.02 Derrell Carter, Associate Vice President of Communications & Institutional Advancement

**XIV. COMMUNICATIONS – INFORMATION**

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

**XV. ADJOURNMENT**

**EMPLOYMENT CONTRACT WITH JODI KOSLOW MARTIN**

**THIS AGREEMENT**, entered into as of the 25th day of September, 2018 by and between the Board of Trustees, Community College District N. 504, County of Cook and State of Illinois (Triton College), a body politic and corporate, hereinafter referred to as the "Board" and Jodi Koslow Martin hereinafter referred to as Jodi Koslow Martin.

**WITNESSETH:**

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

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

1. The term of the Agreement is from November 5, 2018 to June 30, 2019 both dates inclusive, unless sooner terminated as provided herein.
2. In full compensation for her services, the Board will, during the term of this Agreement, pay to Jodi Koslow Martin for the fiscal years specified in this contract, an annual basic salary and stipend computed at the rate of:
  - A. **BASIC ANNUAL SALARY:** \$172,000 (One hundred seventy-two thousand and 00/100 dollars) from November 5, 2018 through June 30, 2019 inclusive. Payable in bi-weekly installments and subject to annual review and in no instance shall there be a decrease in salary. Salary payment shall be subject to withholding and other applicable taxes.
3. The Board shall pay Jodi Koslow Martin's required employee State Universities Retirement System (SURS) Contribution under such Act. Said contributions shall be deemed employer contributions pursuant to the Internal Revenue Code.

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

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

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

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

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

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

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

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

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

A. NOTICES TO THE BOARD

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

B. Jodi Koslow Martin

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████████████████████

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

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

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

upon approval by the Board of Trustees.

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

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

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

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

## **AGREEMENT (Probationary)**

This Probationary Employment Agreement is made and entered into this 25<sup>th</sup> day of September, 2018 in River Grove, Illinois by and between the Board of Trustees of Community College District #504, commonly known as Triton College, (hereinafter referred to as the "Board") and Derrell Carter (hereinafter referred to as "Administrator").

**WHEREAS**, the Board is desirous of obtaining the services of an Associate Vice President of Communications and Institutional Advancement; and

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

**WHEREAS**, Derrell Carter is desirous of providing said services to the Board as an Associate Vice President of Communications and Institutional Advancement;

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

1. The Board shall employ the Administrator commencing from October 1, 2018 and ending June 30, 2019.
2. The Board shall compensate Administrator bi-weekly installments, based upon an annual base salary \$150,000.
3. The Administrator has represented to the Board that he fully meets the qualifications to hold the position of Associate Vice President of Communications and Institutional Advancement as prescribed by the Board and, where applicable, the statutes of the State of Illinois. It is understood by the parties that all explicit and all implicit representations made by the Administrator regarding her qualifications and credentials to

hold said position have been relied upon by the Board in the formation of this Agreement and that such representations of qualifications are a material basis for the formation of the Agreement.

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

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

6. Initial employment under this Agreement is subject to an initial probationary period of up to one-hundred eighty (180) calendar days, commencing on October 1, 2018. Administrator shall be evaluated after the completion of sixty (60), one-hundred twenty (120) and one-hundred eighty (180) days of employment. After the completion of one-hundred eighty (180) calendar days, and contingent upon satisfactory evaluations by the President, Administrator will be recommended to the Board for permanent appointment to the position.

7. Upon written notice to the Administrator, the President may extend the probationary period for an additional sixty (60) calendar days. In the event of an extension of the probationary period, the Board shall approve an additional probationary employment agreement. Until such time as the Board approves a non-probationary employment



agreement, Administrator will not be considered to have completed the initial probationary employment period.

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

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

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

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

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

13. All notices required or permitted to be sent hereunder shall be in writing and

in the manner as set forth within. Notices shall be sent to the following addresses:

**A. Notices to the Board**

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

**B. Notices to Derrell Carter**

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

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

Administrator

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

\_\_\_\_\_  
\_\_\_\_\_

By:

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