



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, January 24, 2023

- I. CALL TO ORDER** January 24, 2023 at 6:30 p.m.
Boardroom, A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LIX**
Minutes of the Regular Board Meeting of December 20, 2022, No. 8
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
 - A. Board Policy – Second Reading
 - Business Services
 - Business Services New Policy 3000 - Financial Operations
 - Business Services Policy Updates

 - Student Affairs
 - 5115 Residency

B. Action Exhibits

16832 Budget Transfers

16833 TRIO SSS Campus/Historical Tour to New Orleans, LA

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

XIV. COMMUNICATIONS – INFORMATION

A. Human Resources Information Materials

B. Informational Material

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:25 p.m. The following roll call was taken.

Present: Ms. Naidelin Alvarez, Ms. Norma Hernandez, Mr. Tracy Jennings,
Mr. Rich Regan, Mrs. Elizabeth Potter, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Glover Johnson.

APPROVAL OF BOARD MINUTES

Mrs. Potter made a motion, seconded by Mr. Jennings, to approve the minutes of the Board Audit Committee of November 15, 2022 and the Regular Board Meeting of November 15, 2022. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Leslie Wester commented that she provided a written report and wished everyone happy holidays.

Mid-Management Association President Dorota Krzykowska wished all happy holidays.

Classified Association President Renee Swanberg thanked VP Sullivan for the quick negotiations and wished everyone a happy New Year.

Adjunct Faculty Association Vice President Patrick Kane announced that there are two new TCFA officers, Jim Malarski and Ernie Davis.

STUDENT SENATE REPORT

Student Trustee Naidelin Alvarez reported that students are getting ready for the first week of school next week and mingle events are planned.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

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

Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on December 7, reviewed eight new business items and two purchasing schedules, and forwarded all of the items to the Board with a unanimous recommendation for approval.

ADMINISTRATIVE REPORT

None.

PRESIDENT'S REPORT

President Mary-Rita Moore reported on *Triton Week at Leyden*, and showed a video of the events with prospective students at East Leyden and West Leyden High Schools learning about Triton from employees from across campus as well as Triton students.

President Moore wished all happy holidays.

CHAIRMAN'S REPORT

Chairman Mark Stephens reported that the George T. Jorndt Athletic Complex Dedication Ceremony was well done and well deserved by Dr. Jorndt.

Mr. Stephens wished everyone a wonderful Christmas, Kwanzaa, Hanukkah, or any celebration one may have with family and friends this season.

Chairman Stephens wished Ms. Hernandez well as she heads to Springfield as a State Representative.

NEW BUSINESS

BOARD POLICY – First Reading

Business Services

3000 Financial Operations

Business Services Policy Updates

Student Affairs

5115 Residence

These are all first readings of Board Policies and will return to the Board for action in January.

ACTION EXHIBITS

16823 Budget Transfers

16824 2022 Tax Levy

16825 Certification of Compliance with Truth In Taxation Act

16826 Resolution Abating Taxes Levied for Debt Service on Series 2020A, Series 2020B, and Series 2020C Bonds

Chairman Stephens noted that this action exhibit is in response to the Board's pledge that taxpayers would pay no further money for the bonds.

16827 Facility Fee Waiver: West 40 (Date Adjustment)

16828 Ratification of Classified Negotiated Agreement 2023-2027

16829 Engagement of Arnstein & Lehr LLP - Litigation

16830 Amendment to Agreement with MacNeal Hospital

16831 Curriculum Committee Recommendations

Ms. Viverito made a motion to approve the Action Exhibits, seconded by Mr. Jennings.
Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

B45.05 Spring 2023 Triton College Continuing Ed Guide

B45.06 Reel Replacements – Building T

Mrs. Potter made a motion to approve the Purchasing Schedules, seconded by Ms. Viverito.
Voice vote carried the motion unanimously.

BILLS AND INVOICES

Ms. Viverito made a motion, seconded by Ms. Hernandez, to pay the Bills and Invoices in the amount of \$1,658,376.41.

Roll Call Vote:

Affirmative: Ms. Alvarez, Ms. Hernandez, Mr. Jennings, Mrs. Potter, Mr. Regan,
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes.

CLOSED SESSION

The Board did not move to Closed Session.

HUMAN RESOURCES REPORT

1.0 Faculty

Mrs. Potter made a motion, seconded by Ms. Viverito, to approve pages 1 and 2 of the Human Resources Report, items 1.1.01 through 1.4.03. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Mrs. Potter made a motion, seconded by Mr. Jennings, to approve pages 3 through 5 of the Human Resources Report, items 2.1.01 through 2.6.04. Voice vote carried the motion unanimously.

3.0 Administration

Mr. Jennings made a motion, seconded by Mrs. Potter to approved page 6 of the Human Resources Report, item 3.1.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Mr. Regan made a motion, seconded by Mr. Jennings, to approve pages 7 through 10 of the Human Resources Report, items 4.1.01 through 4.8.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Mr. Stephens made a motion, seconded by Ms. Viverito, to approve pages 11 and 12 of the Human Resources Report, items 5.1.01 through 5.5.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Mr. Regan made a motion, seconded by Ms. Viverito, to approve pages 13 and 14 of the Human Resources Report, items 6.1.01 through 6.2.07. Voice vote carried the motion unanimously.

7.0 Other

Mr. Stephens made a motion, seconded by Ms. Hernandez to approve pages 15 through 17 of the Human Resources Report, items 7.1.01 through 7.4.02. 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 Mr. Jennings. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 6:44 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Tracy Jennings
Board Secretary

Susan Page
Susan Page, Recording Secretary

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

Meeting of January 24, 2023

POLICY SECTION Business Services

POLICY NO. 3000

First Reading

Second Reading

TITLE: FINANCIAL OPERATIONS

PURPOSE: In order to maintain compliance with Illinois law, college counsel has recommended that Financial Operations Policy (3000) be added under Business Services to allow for the Board and District to manage the distribution of base operating grants and certain other revenues among the legally identified operating funds.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

3000: Business Services – Board Policies	Action
3000 - BUSINESS SERVICES	New
3160 - Transfer of Funds within Budget	No Change
3220 - Federal and State Grants-In-Aid	No Change
3260 - Disposal of Unused Property and Obsolete Equipment	No Change
3292 - Investment of College Funds	No Change
3312 - Quantity Purchasing	No Change
3313 - Purchasing	No Change
3317 - Vendor Communication Policy	No Change
3425 - Capital Asset Policy	No Change
3440 - Annual Inventory	No Change
3450 - Monies in Buildings	No Change
3460.1 - Record Keeping/Written Records	No Change
3500 - Certification of Documents, Records	No Change
3517.3 - Computer Security	No Change
3518 - College Access and Closure	No Change
3518.1 - Campus Curfew for Dances, Activities, and Events	No Change
3518.2 - Metal Detection Security for Campus Events	No Change
3519 - Campus Crime and Security	No Change
3519.1 - Reporting Criminal Acts and Emergencies on Campus	No Change
3519.2 - Security and Access to Campus Facilities and Security Considerations in Maintaining Campus Facilities	No Change
3519.3 - Enforcement Authority of the Triton College Police Department/Encouragement to Report Crimes	No Change
3519.4 - Informing Students and Employees about Campus Security Procedures/Individual Responsibility for Security	No Change
3519.5 - Crime Prevention Programs	No Change
3519.6 - Gathering Crime Statistics Concerning Crime on Campus	No Change
3519.7 - National Incident Management System	No Change
3520 - Maintenance of Plant	No Change
3100 - Budget Planning	Updated
3130 - Publication, Public Review and Adoption of the Budget	Updated
3170 - Budget a Spending Plan	Updated
3210 - Tax Levy & Truth in Taxation	Updated
3212 - Determination of Pay Periods	Updated
3230 - Tuition and Fees	Updated
3280 - Acceptance of Gifts and Donations	Updated
3314 - Contract Policy	Updated
3315 - Joint Purchases	Updated
3316 - Minority Vendor	Updated
3318 - Vendor Policy	Updated
3319 - Travel-Procurement	Updated
3320 - Travel - Board of Trustees and All College Employees	Updated
3321/3324 - Purchase Requisitions and Purchase Orders	Updated

3326 - Paying for Goods and Services	Updated
3328 - Change Orders	Updated
3420 - Classification of Expenditures	Updated
3432 - Annual Financial Statement	Updated
3434 - Annual Audit	Updated
3460 - Checking Accounts	Updated
3505 - Identity Theft Prevention	Updated
3510 - Employee E-mail Policy	Updated
3511 - Appropriate Use of Information Technology Resources	Updated
3512 - Letterhead Stationery Usage	Updated
3513 - Facilities Usage	Updated
3514 - Equipment Usage	Updated
3515 - Employee Technology Reimbursement	Updated
3516 - Use of On Campus College Office Equipment	Updated
3517 - Security of Buildings and Ground-Police Department	Updated
3517.1 - Traffic Violations	Updated
3517.2 - Traffic Fines	Updated
3532 - Insurance	Updated
3540 - Auxiliary Enterprises	Updated
3542 - Operation of Campus Food Services	Updated
3550 - College Indebtedness	Updated
3562 - Leases – Buildings and Equipment	Updated
3610 - Tobacco and Smoke Free Campus	Updated

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

FINANCIAL OPERATIONS

POLICY 3000
ADOPTED: ___/___/2023

The Board shall exercise its statutory authority to provide for the revenue necessary to maintain the College consistent with Section 3-23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-23. The Board may determine, within the operating budget, the distribution of base operating grants and certain other revenues among the operating funds.

For the purpose of carrying out the entire educational program of the College, the Board, in accordance with the ICCB and its regulations and standards, has established the following funds for operation:

1. Educational Fund
2. Operations and Maintenance Fund
3. Operations and Maintenance Fund (Restricted)
4. Bond and Interest Fund
5. Auxiliary Enterprises Fund
6. Restricted Purposes Fund
7. Working Cash Fund
8. General Fixed Assets Account Group
9. General Long-Term Debt Account Group
10. Trust and Agency Fund
11. Audit Fund
12. Liability, Protection and Settlement Fund
13. Building Bond Proceeds Fund
14. Public Building Commission Rental Fund
15. Public Building Commission Operation and Maintenance Fund

As permitted by the *Illinois Public Community College Act*, the Board may establish other operating funds or accounts, as may be necessary and appropriate for the business of the College.

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

Meeting of January 24, 2023

POLICY SECTION Business Services

POLICY NO. 3100, 3130, 3170, 3210, 3212, 3230, 3280, 3314, 3315, 3316, 3318, 3319, 3320, 3321/3324, 3326, 3328, 3420, 3432, 3434, 3460, 3505, 3510, 3511, 3512, 3513, 3514, 3515, 3516, 3517, 3517.1, 3517.2, 3532, 3540, 3542, 3550, 3562, 3610

First Reading

Second Reading

TITLE: BUSINESS SERVICES BOARD POLICY UPDATES

PURPOSE: All Business Services Board Policies have been reviewed by college counsel. It has been recommended that the following policies be updated as attached: Budget Planning (3100), Publication, Public Review and Adoption of the Budget (3130), Budget a Spending Plan (3170), Tax Levy & Truth in Taxation (3210), Determination of Pay Periods (3212), Tuition and Fees (3230), Acceptance of Gifts and Donations (3280), Contract Policy (3314), Joint Purchases (3315), Minority Vendor (3316), Vendor Policy (3318), Travel-Procurement (3319), Travel - Board of Trustees and All College Employees (3320), Purchase Requisitions and Purchase Orders (3321/3324), Paying for Goods and Services (3326), Change Orders (3328), Classification of Expenditures (3420), Annual Financial Statement (3432), Annual Audit (3434), Checking Accounts (3460), Identity Theft Prevention (3505), Employee E-mail Policy (3510), Appropriate Use of Information Technology Resources (3511), Letterhead Stationery Usage (3512), Facilities Usage (3513), Equipment Usage (3514), Employee Technology Reimbursement (3515), Use of On Campus College Office Equipment (3516), Security of Buildings and Ground - Police Department (3517), Traffic Violations (3517.1), Traffic Fines (3517.2), Insurance (3532), Auxiliary Enterprises (3540), Operation of Campus Food Services (3542), College Indebtedness (3550), Leases - Buildings and Equipment (3562), Tobacco and Smoke Free Campus (3610).

Sean Sullivan

Submitted to Board by: _____

Sean O'Brien Sullivan, Vice President of Business Services

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

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3532 - Insurance	Updated
3540 - Auxiliary Enterprises	Updated
3542 - Operation of Campus Food Services	Updated
3550 - College Indebtedness	Updated
3562 - Leases – Buildings and Equipment	Updated
3610 - Tobacco and Smoke Free Campus	Updated

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

BUDGET PLANNING

POLICY 3100
ADOPTED: 12/18/90
AMENDED: 12/20/16
AMENDED:

An annual budget shall be prepared in accordance with state law for community colleges. The fiscal year is established as July 1-June 30.

The President of the College will develop a planning strategy for the College budget that incorporates the Board's goals.

The President and his/her staff will prepare a budgeting document to be presented to the Board of Trustees for its input. The document will include revenue received in the current year, projected revenue for the following year, actual expenditures in current year and proposed expenditures for the following year. The document will provide information for all funds and for all line items. Supporting documents will be presented to the Board for all increases and/or decreases in staff and all major expenditures.

The president shall submit a tentative annual budget to the Board of Trustees for study, evaluation, and recommendations prior to the first day of July. The document will include current year revenues and expenses, if available, and projected revenue and expenses for the budgeted year.

The Board shall make the tentative Fiscal Year budget available for public review and inspection and hold public hearings on the tentative Fiscal Year budget as set forth as required by and in conformance with applicable state laws and regulations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**PUBLICATION, PUBLIC REVIEW AND
ADOPTION OF THE BUDGET**

POLICY 3130
ADOPTED: 12/18/90
AMENDED: 08/23/05
AMENDED:

Upon approval of the tentative budget by the Board at a duly called regular or special meeting, the Secretary of the Board shall cause a notice of the availability of the tentative budget for public inspection and of a public hearing on the tentative budget to be given by posting on the College website and publication on the College website and in a newspaper of general circulation in the college district at least thirty (30) days prior to the time of such hearing. During this period, the budget shall be available for public inspection on campus and copies shall be mailed to all public libraries in the district. The public shall also be given an opportunity to comment on the tentative budget at the public hearing.

After the public hearing, and final comments and/or recommendations from the board, the budget shall be adopted by the Board of Trustees no later than the last Tuesday of September annually. The approved budget will be filed, either in writing or electronically, with the County Clerk by October 15th annually.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

BUDGET A SPENDING PLAN

POLICY 3170
ADOPTED: 12/18/90
AMENDED: 12/20/16
AMENDED:

The Board of Trustees has the final authority to hire all personnel and to expend all funds. The Board authorizes the college president to use the adopted budget as a controlled spending plan. The board may allow transfers to be made between the various line items as recommended by the administration. Pursuant to state law and Board Policy, these transfers cannot exceed in the aggregate 10% of the total of a fund as set forth in the budget as approved.

The Executive Director of Finance shall present a written monthly financial report to Finance Committee. This shall include a detailed budget summary of fiscal year to date revenues and expenditures.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TAX LEVY & TRUTH IN TAXATION

POLICY 3210
ADOPTED: 12/18/90
AMENDED:

The Board shall approve a Certificate of Tax Levy to meet the necessary expenses and liabilities of the District. Such levy shall be filed with the County Clerk on or before the last Tuesday in December annually, in accordance with the law. The levy will be approved by the Board of Trustees at a regular or special meeting of the board after a public hearing if required. The tax levy will not be approved at the same meeting as the Annual Budget.

If such Truth in Taxation statement is required by law, the Treasurer will annually publish in one newspaper generally circulated throughout the district a Truth in Taxation statement. If such Truth in Taxation statement is required by law, the Treasurer will file the Truth in Taxation statement when filing the tax levy with the County Clerk.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

DETERMINATION OF PAY PERIODS

POLICY 3212
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED: 12/20/16
AMENDED:

A schedule of pay periods for the fiscal year shall be provided by the Triton College Payroll Office. Unless required by other terms and conditions of employment, the College recommends that all employees set up a direct deposit account with the Payroll Office. Such pay periods shall be every other Friday unless that Friday is a holiday, in which case pay checks shall be direct deposited one banking day earlier.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TUITION AND FEES

POLICY 3230
ADOPTED: 12/18/90
AMENDED:

The Board of Trustees shall establish a schedule of all tuitions and fees for all students annually so that the President may include projected tuitions and fees in the tentative budget for the following fiscal year.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

ACCEPTANCE OF GIFTS AND DONATIONS

POLICY 3280
ADOPTED: 01/22/91
AMENDED: 02/19/02
AMENDED: 12/20/16
AMENDED:

Prior to accepting a gift or donation, the department(s) of the College affected will establish its usefulness, space allotment, facility modification needed, and operating costs, if any, to Triton College.

Before accepting a gift or donation, an Intent to Donate form must be signed by the appropriate administrator and submitted to the College President.

Upon receipt of the Intent to Donate form, the College President will decide to accept or not to accept the gift or donation. The Triton College Foundation will formally thank the donor on behalf of the President, the Board of Trustees and the College.

All donations should go through and only come to the College from the Foundation.

The value of any non-monetary donation shall be established only by the donor.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CONTRACTS

Page 1 of 3

POLICY 3314

ADOPTED: 02/17/98

AMENDED: 03/21/00

AMENDED: 11/20/01

AMENDED: 08/23/05

AMENDED: 08/15/06

AMENDED: 08/20/13

AMENDED:

“Contract” means an agreement, whether oral or written, for goods and/or services for which Triton College will be obliged to pay, will be obliged to perform, or will be entitled to receive payment.

A contract is the result of the relative interests and powers of the contracting parties. Therefore, it is rare for a contract to conclude all the issues of any contracting party in the manner the party would wish. However, it is incumbent upon every contracting party to identify its interests and evaluate the extent to which it will negotiate each interest. The College has identified the critical interests as enumerated in this Policy.

To the extent practical and achievable in consideration of all the facts and circumstances, including but not limited to the relative bargaining power of the contracting parties, every contract to which the College is a party shall:

1. Provide adequate warranty, representation and/or assurance that goods or services acquired by the College shall meet the College’s reasonable expectations with regard to quality and performance.
2. Will explicitly limit the College’s liability to an amount which is ascertainable and reasonable.
3. Set appropriate time parameters for performance.
4. Provide appropriate redress for nonperformance.
5. Provide for indemnification of the College, its affiliates, officers, directors, trustees, volunteers, employees, agents, and students.
6. Provide resolution of disputes by Illinois law in the Circuit Court of Cook County.

The foregoing items identified as critical interests of the College are not in lieu of but are in addition to the other interests arising in connection with a particular contract.

In order to achieve these substantive objectives, the following responsibilities are imposed upon College personnel and the College Attorney.

TRITON COLLEGE BOARD POLICY

There shall be a College Contract Manager under the jurisdiction of the Vice President of Business Services. The College Contract Manager shall have supervision over the process of contracting by employees of the College.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CONTRACTS

Page 2 of 3

POLICY 3314
ADOPTED: 02/17/98
AMENDED: 03/21/00
AMENDED: 11/20/01
AMENDED: 08/23/05
AMENDED: 08/15/06
AMENDED: 08/20/13
AMENDED:

The College Contract Manager shall be the central repository of copies of all contracts (or Memoranda of Contracts).

The College Contract Manager shall, in consultation with the Vice President of Business Services, determine which contracts shall be sent to the College’s liability insurance carrier(s).

Contracts up to \$1,000 may be negotiated and entered into by a college employee (the Requisitioner) when the funds have been budgeted and it is approved by the appropriate Dean level administrator or above and the College Contract Manager. If the Requisitioner’s unit does not report to a Dean, the Vice President of the area shall approve the Contract.

Contracts over \$1,000 but at or under \$25,000 may be negotiated and entered into by the Vice President of Business Services.

Except as set forth by the provisions of Illinois law, contracts over \$25,000 shall be awarded through a competitive bidding process. Contracts over \$25,000 require the approval of the Requisitioner, the appropriate Dean level administrator or above, the College Contract Manager, the Vice President of the area, the President and the Board of Trustees. In the ordinary instance, contracts over \$25,000 shall be negotiated by the College Attorney. If, in the judgment of the College Contract Manager, the College’s best interest would be served by having the terms of such a contract negotiated by College personnel, then it shall be so negotiated.

The College Attorney shall develop standard language for incorporation into contracts in excess of \$25,000 (and those contracts with a value of less than \$25,000 where practicable), covering the areas of 1) the law of Illinois, rather than the vendor’s State, to be controlling; 2) the forum for resolution of any disputes; 3) indemnification of the

TRITON COLLEGE BOARD POLICY

College, its affiliates, officers, directors, trustees, volunteers, employees, agents, and students; 4) warranty of the product and/or service provided; 5) the vendor being an independent contractor and not an employee of the College; 6) limiting language to make clear that College officials are signers in official, and not personal, capacity; 7) time being of the essence in performance of contract; 8) no-bid rigging language; 9) vendor's possession of license and professional qualifications; 10) non-discrimination and maintenance of appropriate policies regarding sexual harassment; and 11) statutorily required language. In all cases in which this paragraph applies, every effort shall be made to incorporate the standard language described in this paragraph.

In any case in which the Board of Trustees is required to approve a contract, the recommendation to the Board of Trustees shall indicate whether or not the standard language is included. If the standard language is not included, the recommendation shall include a rationale as to why the Board of Trustees should approve the contract without the standard language.

The College Contract Manager, in consultation with the Finance Committee, shall establish time deadlines and provisions for the extension thereof for approval or denial of approval for all contracts.

Nothing contained in this Policy should be construed to supersede any requirement of State law that is stricter than the provisions of this Policy.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

JOINT PURCHASES

POLICY 3315
ADOPTED: 12/18/90
AMENDED: 10/20/98
AMENDED: 08/20/13
AMENDED:

Joint purchases with other Illinois governmental units shall be in the manner consistent and as authorized by the Illinois Community College Act, 110 ILCS 805/3-27.1 and 110 ILCS 805/3-27.2.

Purchases made through the State of Illinois purchasing program shall constitute compliance with bidding requirements in all cases. Board approval will be required for all purchases or expenditures in excess of \$25,000.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

MINORITY VENDOR POLICY

POLICY 3316
ADOPTED: 04/21/92
AMENDED: 03/26/02
AMENDED: 08/23/05
AMENDED: 12/20/16
AMENDED:

Minority, Female, and Disabled-Person Owned Enterprises

The College purchasing office shall coordinate the minority, female, and disabled-person business enterprise (MBE, FBE, and PBE) effort, however the commitment to this program will extend to all units within the College. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.* (the "Act") and the Business Enterprise Council for Minorities, Females, and Persons with Disabilities (the "Council").

The Business Office shall give a progress report on MBE, WBE, and PBE annually.

The College shall file an annual report and an annual compliance plan with the Act and the Council.

The College shall take any additional necessary steps to comply with all other requirements of the Act.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

VENDORS

POLICY 3318
ADOPTED: 03/16/93
AMENDED:

A vendor is defined as a company or individual (other than College employees) who provide goods and/or services for the College.

Any and all vendors (except those qualified by the State of Illinois Purchasing Contract) shall comply with this policy. Companies or individuals desiring to sell goods and/or services to Triton College shall register as a vendor by completing a Vendor Application which shall be kept on file in the Business Office. Information to be furnished shall include but not be limited to:

- A. The type of business (sole proprietorship, partnership, corporation, etc.) and identification of owners.
- B. Certification of non-violation of Illinois Compiled Statutes, Citation 720 ILCS 5/33E-3 and 5/33E-4 which prohibits Colleges from awarding contracts to vendors convicted of bid-rigging or bid-rotating.
- C. Certification of non-violation of the Illinois Human Rights Act.
- D. Certification of non-violation of the Prevailing Wage Act.
- E. Certification of status as an Equal Opportunity Employer.
- F. Certification of compliance with any and all applicable Illinois statutes.

A vendor list will be prepared by the Business Office and reviewed annually.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - PROCUREMENT

POLICY 3319

ADOPTED: 10/20/92

AMENDED: 07/21/09

AMENDED: 12/20/16

AMENDED:

Travel by common carrier is a purchased service and shall be procured through the Business Office. Prior to any procurement of travel, all travel shall be approved as set forth in other applicable Policies of the Board of Trustees.

- A. Travel for which the cost will exceed \$25,000.00
 - 1. Each trip, whether for an individual or group, which cost will exceed \$25,000, shall be bid, either as a package (air, hotel, etc.) or separately.
 - 2. Where there is need to obtain travel services which cannot be reasonably anticipated in time to allow the bidding process (i.e. athletic playoffs), the Business Office will solicit three (3) or more quotes from approved vendors. The Board shall be polled following the receipt of all quotes and the result of the poll shall be officially approved at the next regularly scheduled meeting of the Board.

- B. Travel for which the cost is \$25,000.00 or less
 - 1. All approved travel shall be processed through the College Travel Officer.
 - 2. The College Travel Officer shall provide the following services:
 - a. Arrange travel through an in-district licensed travel agent; or
 - b. Arrange travel through an on-line specialty; or
 - c. Authorize the maximum dollar amount to be expensed for self-purchase and reimbursement of travel arrangements.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES

POLICY 3320

Page 1 of 3

ADOPTED: 12/18/90
AMENDED: 12/17/91
AMENDED: 11/17/92
AMENDED: 05/16/95
AMENDED: 03/21/00
AMENDED: 02/19/02
AMENDED: 06/15/04
AMENDED: 05/18/09
AMENDED: 02/16/10
AMENDED: 10/16/12
AMENDED: 02/18/14
AMENDED: 02/16/16
AMENDED:

TRAVEL POLICY SUMMARY

A College employee traveling on official business must obtain the appropriate level of administrative approval prior to traveling.

An employee requesting single day travel within or out of the state of Illinois; must obtain the following two approvals:

- Supervising Administrator
- Appropriate Vice President

An employee requesting overnight travel of one or two nights within or out of the state of Illinois; must obtain the following two approvals:

- Supervising Administrator
- Appropriate Vice President

An employee requesting overnight travel of three nights or more nights within or out of the state of Illinois; must obtain the following three approvals:

- Supervising Administrator
- Appropriate Vice President
- President

The following types of official business for which travel, meal, and lodging expenses are allowed include the following:

- Conferences;
- Meetings;
- Athletic or official student events;
- Governmental related activities;
- Any other event or program that is attended to further the College's mission and vision and approved by the President.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**TRAVEL - BOARD OF TRUSTEES AND
ALL COLLEGE EMPLOYEES**

POLICY 3320

Page 2 of 3

ADOPTED: 12/18/90
AMENDED: 12/17/91
AMENDED: 11/17/92
AMENDED: 05/16/95
AMENDED: 03/21/00
AMENDED: 02/19/02
AMENDED: 06/15/04
AMENDED: 05/18/09
AMENDED: 02/16/10
AMENDED: 10/16/12
AMENDED: 02/18/14
AMENDED: 02/16/16
AMENDED:

The maximum allowable reimbursement for employee travel expenses, including travel, meals, and lodging shall not exceed \$5,000 for individual travel and \$25,000 for group travel. Travel expenses for any College employee that exceeds this amount shall be approved by a roll call vote of the Board of Trustees.

All travel expenses of the Board of Trustees shall be approved by a roll call vote of the Board of Trustees, regardless of the amount of the travel expenses.

All travel expenses exceeding the above referenced maximum allowable reimbursement shall require written submission of the following information:

- an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- the name of the individual who received or is requesting the travel, meal, or lodging expense;
- the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All requests must be approved at least one (1) business day prior to travel. All requests requiring air travel must be approved at least thirty (30) business days prior to travel. All travel requiring an overnight stay (without air travel) must be approved at least twenty (20) business days prior to travel. All overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

Mileage reimbursement for the use of privately-owned motor vehicles traveling outside the college will be at the prevailing Illinois State rate per mile. Maximum amount for meals which can be allowed to an individual traveling is \$75.00 per day including tips and taxes. Conference banquet expenses will be paid in full. For reimbursement of travel expenses, up to 10 percent over the estimated amount may be granted based on an

TRITON COLLEGE BOARD POLICY

aggregate of all approved expenses with the exception of meals. Alcoholic beverages are a non-reimbursable conference expense.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES
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POLICY 3320

- ADOPTED: 12/18/90**
- AMENDED: 12/17/91**
- AMENDED: 11/17/92**
- AMENDED: 05/16/95**
- AMENDED: 03/21/00**
- AMENDED: 02/19/02**
- AMENDED: 06/15/04**
- AMENDED: 05/18/09**
- AMENDED: 02/16/10**
- AMENDED: 10/16/12**
- AMENDED: 02/18/14**
- AMENDED: 02/16/16**

Alcoholic beverages may be approved by the President as an expense for certain special events, meetings, or gatherings that Triton College is hosting.

Trustee travel to National Conventions or Conferences/Seminars of Associations of which the College is a member (Ref: Policy 1165, Governance), shall be limited to two trips per trustee per fiscal year, unless it is determined by the Board of Trustees to be in the best interest of the College for a member to attend additional meetings, or; unless said trustee is an officer of the organization or holds a committee position that will require his/her attendance to fulfill their duties. Those trustees appointed by the Chairman to act as representatives to these associations shall be entitled to travel to that particular association's functions. For those trustees not appointed as representatives to an association, travel to two functions per fiscal year will be allowed. Illinois Community College Trustees' Association meetings can be attended by all trustees throughout the fiscal year. Should one of the trustees appointed as the College representative to an association be unable to attend a function, the Chairman may designate an alternate.

With respect to College employees, the President is entitled to attend all National Conventions of Associations of which the College is a member.

The President will also be allowed to designate up to three administrators to accompany him/her to each of the National Conventions provided that no administrator shall attend more than one national convention per fiscal year. With regard to Conferences and Seminars, regardless of College membership in the particular association, the President shall be allowed to attend three such functions per fiscal year and shall be allowed to designate one administrator to attend with him/her. The President will have the prerogative of assigning another administrator to stand in his/her place as long as no one administrator attends more than two such functions during the fiscal year.

All travel shall be by the most direct route. Travel by other routes may be allowed when there is an official purpose and has been approved by the President in advance of such

TRITON COLLEGE BOARD POLICY

travel. In any case where the traveler uses an indirect route for his/her own benefit, there will be no reimbursement for expenses.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**PURCHASE REQUISITIONS AND
PURCHASE ORDERS**

POLICY 3321/3324
ADOPTED: 12/18/90
AMENDED: 12/17/91
AMENDED: 03/17/92
AMENDED: 03/16/93
AMENDED: 07/18/00
AMENDED: 08/20/13
AMENDED: 12/20/16
AMENDED:

All spending for the college except for personnel salaries and related benefits and contracts will be required to have an approved imprest voucher or a purchase requisition and purchase order.

A standard requisitioning procedure will be established and followed for all requisitions. Requisitions will be originated by personnel at the point of use. Purchases may be made throughout the fiscal year based on instructional needs and plant operations.

The Purchasing Department will review all imprest vouchers and purchase requisitions verifying that there are monies available in the approved budget. If monies are not available, the Cost Center Manager will be required to submit a budget transfer requesting to move money into the appropriate budget line before the voucher or requisition are processed.

The College President may designate the appropriate administrative level of approval for all purchases and requisitions. Minimum signatories required:

Purchase of up to \$2,500 – Two approvals needed: (1) Cost Center Manager and (2) Administrator that has budgetary control for account being charged.

Purchase over \$2,500 – Four approvals needed: (1) Cost Center Manager, (2) Administrator that has budgetary control for account being charged, (3) responsible Associate Vice President, and (4) Vice President of area.

Utilization of imprest vouchers, purchase requisition and purchase order shall only occur following the completion of any required statutory bidding processes.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

PAYING FOR GOODS AND SERVICES

POLICY 3326
ADOPTED: 12/18/90
AMENDED: 03/16/93
AMENDED: 11/20/01
AMENDED:

The Board will authorize payment of all goods and services:

1. Contracted for or ordered within budgetary limits; and
2. Purchased according to relevant purchasing policies, regulations of the college, and any required statutory bidding processes; and
3. Certified as having been received in acceptable condition.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CHANGE ORDERS

Page 1 of 2

POLICY 3328

ADOPTED: 01/22/91

AMENDED: 03/16/93

AMENDED: 08/20/13

AMENDED:

Definition

A change order is technically defined as anything that changes the time, price, or specifications of a project. Thus changes are contractual agreements to modify the original contract.

Background

1. Sources of Change Order Requests:
 - a) Owner (user) request – change not captured in original plan/bids. Usually occurs as a result of not involving appropriate users in planning, adding a new administrator, new opportunity, changing needs, or simply changing decisions made earlier.
 - b) Notice by contractor and/or architectural initiated design modifications, usually occur as result of one or more of the following:
 - 1) Discovery – original drawings differ from conditions found at site, e.g. underground, behind walls, ceilings, floors, and etc.
 - 2) Discrepancies – usually differences between experts, e.g. architects, engineers, etc.
 - 3) Human error – oversights, omissions, and etc.
 - 4) Products – equipment, materials, and etc. may change between time of bid and actual work, e.g. availability and consideration of durability, maintenance, energy, or code requirements.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CHANGE ORDERS

Page 2 of 2

POLICY 3328

ADOPTED: 01/22/91

AMENDED: 03/16/93

AMENDED: 08/20/13

AMENDED:

2. Change Order Process:

- a) Initiation of the change.
- b) Modification to the contract documents.
- c) Request for proposal from the contractor.
- d) Request for change order from the contractor.
- e) Review of the requested change by the architect.
- f) Recommendation and review with the owner.
- g) Execution of the change order document (signatures).
- h) Commencement of the change order work.
- i) Maintenance of a log of all change orders by project.

3. Change Order Authorizations:

- a) Board of Trustee Approval
 - 1) Change orders resulting in a total project cost of \$25,000 or more; or
 - 2) Change orders resulting in an increased cost of 10 percent (10%) or more of the total approved project cost, even if less than \$25,000.
- b) Vice President of Business Services Approval
 - 1) Change orders in which the total project cost remains less than \$25,000; and
 - 2) Change orders resulting in an increased cost of less than 10 percent (10%) of the total approved project cost.

The Vice President of Business Services shall also approve all change orders resulting from an acknowledgment of a Capital Development Board funded approved change order(s).

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CLASSIFICATION OF EXPENDITURES

POLICY 3420
ADOPTED: 01/22/91
AMENDED:

The receipt and expenditures of College funds shall be in accordance with the Fiscal Management Manual and other regulations prescribed by the Illinois Community College Board, the Illinois Public Community College Act, and other applicable statutory rules and regulations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

ANNUAL FINANCIAL STATEMENT

POLICY 3432
ADOPTED: 12/18/90
AMENDED: 05/18/93
AMENDED:

The President will cause the staff of the Business Services division to prepare the annual financial statement in accordance with the rules and regulations issued by the State Board. It will be presented to the Board of Trustees at a regular or special Board meeting.

The annual financial statement will be published in one newspaper generally circulated in the district in accordance with state law. The annual financial statement must be published prior to November 15 annually.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

ANNUAL AUDIT

POLICY 3434
ADOPTED: 12/18/90
AMENDED: 02/19/02
AMENDED:

The books and accounts of the College shall be audited by an independent certified public accountant in conformance with the prescribed standards prescribed by the Illinois Community College Board and legal requirements. The certified public accountant shall be selected by the Board of Trustees.

There will be one annual comprehensive Audit for the following funds:

- EDUCATION
- OPERATION AND MAINTENANCE
- OPERATION AND MAINTENANCE RESTRICTED
- BOND AND INTEREST
- AUXILIARY ENTERPRISES
- RESTRICTED PURPOSES
- WORKING CASH
- TRUST AND AGENCY
- AUDIT
- LIABILITY, PROTECTION AND SETTLEMENT

The audit shall include a verification of student enrollments and any other bases upon which claims are filed with the ICCB.

Additional audits may be performed as required by ICCB, State law, or individual granting agency requirements.

The audit, when completed, shall be presented to the Board for examination and approval. Copies of the audit report shall be filed with the ICCB in accordance with any and all regulations prescribed by the ICCB.

The Treasurer shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

CHECKING ACCOUNTS

POLICY 3460
ADOPTED: 01/22/91
AMENDED:

All banks and/or other financial institutions must comply with all statutory requirements for receiving public funds and be approved by the Board of Trustees before doing business with Triton College. Such institutions shall further agree to comply with all application provisions of the Triton College Investment Policy and associated collateralization obligations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

IDENTITY THEFT PREVENTION

POLICY 3505
ADOPTED: 10/20/09
AMENDED: 12/20/16
AMENDED:

1. PURPOSE

The protection of Confidential and Sensitive Information and the resources that support such information is critical to the operation of Triton College. It is the intention of the Board of Trustees to authorize the necessary actions to reduce the risk of a loss or breach of Confidential and Sensitive Information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior.

In response to the desire to protect Confidential and Sensitive Information, this Policy shall create an Identity Theft Prevention Team with representatives from Enrollment Services, Information Systems, Human Resources, Business Services, Student/Academic Affairs, and the Police Department and shall implement the Identity Theft Prevention Procedures and Guidelines in support of this policy.

An Identity Theft Prevention Officer, under the jurisdiction of the Vice President of Business Services, shall also be appointed. The Identity Theft Prevention Officer shall be responsible for conducting periodic assessment of Confidential and Sensitive Information handling methods, design of more specific policy and procedure guidelines as needed, conduct training for employees, respond to security incidents, and report to the Board of Trustees at least annually on the state of the Identity Theft Prevention Program.

2. SCOPE

This policy applies to all College officers and employees, including staff, faculty, administrators, student workers, and service providers of Triton College. This includes all parties that may come into contact with Confidential and Sensitive Information, such as, contractors, consultants, temporaries, and personnel of third party affiliates.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EMPLOYEE E-MAIL

Page 1 of 3

POLICY 3510

ADOPTED: 07/19/05

AMENDED: 12/20/16

AMENDED:

Introduction

The College recognizes that principles of academic freedom and shared governance, freedom of speech, and privacy of information hold important implications for electronic mail and electronic mail services. This Policy reflects these principles within the context of the College's legal and other obligations.

The College encourages the use of electronic mail. Nonetheless, users of the College's network and e-mail system have no expectation of privacy in use of the College network, internet and data access, or the e-mail system. All use of the College's network may be subject to the Freedom of Information Act. The College's technological environment, including both e-mail and general use of the College Network, is the property of the College. The College may at any time deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail and all uses of the Triton College network either by remote scanning or physical inspection of a computer or associated items in the work space when reasonably necessary.

The College also reserves the right to scan for viruses and block e-mail that it believes may pose a threat to system integrity.

Official Means of Communication

The College considers e-mail an official institutional mode of communication. As an official mode of communication, the College sends communications to employees with the expectation that employees will read such e-mail in a timely manor. The primary and intended use of College e-mail is for College business.

Assignment of Employee E-Mail Accounts

A unique Triton College e-mail address will be created and assigned for all employees of Triton College. Triton College e-mail will be used for official College communication.

Expectations Regarding Employee Use of E-mail

It is the responsibility of the employee to access their e-mail account on a regular basis. If an employee does not have a dedicated computer, the College will make every reasonable effort to provide employees with access to a computer within their work area. This computer is to be used specifically for checking and responding to campus e-mail. Employees also have ability to access their e-mail from off campus using web e-mail or mobile devices. All users of Triton College e-mail are subject to the terms, conditions, and expectations of this Policy.

Employee Training

Triton will provide a training program through the Professional Development Center to ensure that employees have the skills necessary to access their e-mail accounts. Training will include functions as necessary for an employee to access their e-mail account, read and respond to their mail.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EMPLOYEE E-MAIL

Page 2 of 3

POLICY 3510

ADOPTED: 07/19/05

AMENDED: 12/20/16

AMENDED:

Inappropriate E-Mail Use

Those who use College e-mail are expected to do so responsibly, and in compliance with state and federal laws, with this and other policies and procedures of the College, and with normal standards of professional and personal courtesy and conduct. The primary and intended use of College e-mail is for College business. A user may subscribe to newsletters, news groups or lists, providing they are within the scope of their job responsibilities.

Personal Use

Although not intended for personal use, the College e-mail system may be used for incidental personal purposes provided that such use does not directly or indirectly interfere with the College e-mail services, or interfere with user's obligations as an employee to the College. Personal use shall be limited to the appropriate time and place. Personal uses of College computers and the College network remain subject to such to monitoring and a right of access by Triton College.

Monitoring

The College reserves the right to monitor and review any triton.edu email and associated attachments at any time as permitted by state and federal law.

Privacy, Disclaimers and Retention Issues

The College cannot and does not wish to be the arbiter of the contents of electronic mail. This policy imposes no affirmative duty upon the College and will not be sufficient to establish notice of behavior deemed to be unacceptable under this policy. Employees remain solely responsible and personally liable for all actions taken during use of the College network and/or College e-mail. The College cannot prevent users from receiving electronic mail they may find offensive. Employees are required to exercise extreme caution in using e-mail to communicate confidential or sensitive information and should not assume that e-mail is private. Employee transmission of material that is offensive, sexually explicit, derogatory, defamatory, threatening, infringement upon any intellectual property, or that may be construed as harassment will not be tolerated.

There may be cases where the job responsibility of faculty and/or staff may dictate the need to include a disclaimer statement. Since disclaimer statements typically depend on various legal aspects and relate to the job function of the person sending the e-mail, all disclaimers are to be reviewed and approved by the College Administration prior to use and implementation.

Electronic Mail is backed up on a routine basis, but only to assure system integrity and reliability, not to provide for future retrieval of individual e-mail. For this reason, employees should not rely on e-mail as a means of official record retention. E-mail records should be transferred to hard copy, microfiche, or imaging systems that meet record retention requirements.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EMPLOYEE E-MAIL

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POLICY 3510

ADOPTED: 07/19/05

AMENDED: 12/20/16

AMENDED:

Results of Unacceptable Use

Any Triton College employee using the e-mail system, College property, or the electronic network in a method not in compliance with the terms of the Policy may be subject to any of the following:

1. Loss of the privilege of access;
2. Disciplinary action;
3. Legal Action; and
4. Termination.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

Page 1 of 5

POLICY 3511
ADOPTED: 06/17/08
AMENDED: 12/20/16
AMENDED:

PURPOSE

Triton College's computer and information network is a continually growing and changing resource supporting thousands of users and systems. These resources are vital for the fulfillment of the academic and business needs of the College community. In order to ensure the necessary services, it is essential that each member of the faculty, staff and student body exercise responsible and ethical behavior when using these resources. Any misuse has the potential to disrupt College business and the legitimate academic work of faculty and students.

This policy outlines the application of the principles governing the academic community's appropriate use of College computer and information network resources. This policy ensures the proper use of computing resources consistent with the College's governing principles. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy, and freedom from harassment. Computing and networking resources include: computers, computer networks, connections to external computer networks, telephones, mobile devices, laptops, identification cards, the Internet, email, all software applications and subscriptions to external computer services (collectively referred to as information technology or "IT" resources). Triton College's IT resources and the entirety of the Triton College IT environment is the property of the College. Use of any College computing resource constitutes acceptance of this Policy.

SCOPE

This policy applies to all College staff, faculty, administrators, officers and students (collectively, "Users"), including those at remote campuses and extended learning sites.

POLICY

Triton College IT resources (the "Resources") are provided primarily for the use of students, faculty and staff. The Resources are intended to be used for administrative and educational purposes and to carry out the College's business. The Resources may also be available to alumni and members of the local community to facilitate communication with students and employees and to access College information resources and the Internet.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**APPROPRIATE USE OF INFORMATION
TECHNOLOGY RESOURCES**

Page 2 of 5

**POLICY 3511
ADOPTED: 06/17/08
AMENDED: 12/20/16
AMENDED:**

Appropriate use of the Resources includes conducting College business, instruction, study assignments, research, communications, and official work of campus organizations and agencies of the College. Access to the Resources is a privilege and requires all users to act responsibly, conserve computer resources, and consider the rights and privacy of others. The Resources are the sole property of Triton College. All users must use College resources in a responsible manner consistent with all College policies and guidelines.

Users are responsible for all of their accounts. Users must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their account by unauthorized persons. Users must not share their password or provide access to the Triton network resources to unauthorized persons.

Users should assume all software, graphic images, music, and other materials are copyrighted. Copying or downloading copyrighted materials without the express authorization of the copyright owner is a violation of this policy, against the law, and may result in civil and criminal penalties, including revocation of use privileges, disciplinary action, fines, and imprisonment.

PROHIBITED USE OF RESOURCES

Users should be aware that use of the Resources may result in being subjected to the laws of other states and countries. Users shall ascertain, understand, and comply with the laws, rules, policies, contracts, and licenses applicable to the particular uses of the Resources. The following uses of the Resources are prohibited:

1. Interfering or impairing others activities, including but not limited to the following:
 - a. Creating, modifying, executing or retransmitting or otherwise using any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic email.
 - b. Bypassing, subverting, or otherwise rendering ineffective the security or access control measures on any network or computer system without the permission of the owner.
 - c. Examining or collecting data from the network (e.g., a "network sniffer" program).

TRITON COLLEGE BOARD POLICY

- d. Authorizing another person or organization to use College computer accounts or Triton network resources.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**APPROPRIATE USE OF INFORMATION
TECHNOLOGY RESOURCES**

**POLICY 3511
ADOPTED: 06/17/08
AMENDED: 12/20/16
AMENDED:**

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- e. Communicating or using any password, personal identification number, credit card number or other personal or financial information without the permission of its owner.
- 2. Unauthorized access and use of the resources of others, including but not limited to the following:
 - a. Use of College resources to gain unauthorized access to resources of any institution, organization, or individual.
 - b. Use of false or misleading information for the purpose of obtaining access to unauthorized resources.
 - c. Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data and electronic mail) from any network system or files of other users without prior authorization (e.g., use of a "network sniffer" program).
 - d. Making unauthorized copies of copyrighted materials or altering the official marks or data of an entity.
 - 3. Damage or impairment of The Resources, including but not limited to the following:
 - a. Use of the Resources irresponsibly or in a manner adversely affecting the work of others, such as:
 - (1) Hacking - attempting to obtain or use passwords, IP addresses or other network codes that have not been assigned to you or authorized for use as College employees, attempting to obtain unauthorized access to computer accounts, software, files, or any other College IT resources.
 - (2) Malicious Activity - intentionally, recklessly or negligently damaging any system (e.g., by the introduction of any so-called "virus", "worm", or "trojan-horse" program); damaging or violating the privacy of information not belonging to the user; or misusing or allowing misuse of system resources.
 - b. Use of College resources for non-College related activities that unduly increase network load (e.g., network games, spamming, and video streaming).
 - c. Any other activity not specifically cited above that may be illegal, harmful, destructive, damaging, or constitute an inappropriate use of the Resources.
 - 4. Unauthorized commercial activities, including but not limited to the following:
 - a. Using the Resources for one's own commercial gain, or for other commercial purposes not officially approved by the College, including web ads.
 - b. Using the Resources to operate or support a non-College related business.

TRITON COLLEGE BOARD POLICY

- c. Using the Resources in a manner inconsistent with the College's contractual obligations to suppliers of those resources or with any published College Policy.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

Page 4 of 5

**POLICY 3511
ADOPTED: 06/17/08
AMENDED: 12/20/16
AMENDED:**

5. Violation of city, state or federal laws, including but not limited to the following:
 - a. Pirating software, music and images.
 - b. Effecting or receiving unauthorized electronic transfer of funds.
 - c. Disseminating or viewing child pornography or other illegal material.
 - d. Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

MONITORING

- Methods of monitoring may include, but are not limited to the following:
 - Reviewing a list of internet sites visited by employees
 - Reviewing email messages sent or received by employees
 - Reviewing employees keystrokes while using the College network

SECURITY OBLIGATION

- System Security: Access to information stored on the College's computers and network equipment is controlled by assignment of accounts and passwords. These accounts and passwords are controlled by Triton Information Systems. This security information is the property of Triton.
- All College employees have an obligation to report security breach information to Triton Information Systems. Failure to do so may result in disciplinary action, up to and including termination. Any attempt to access, copy or modify this security information or to obtain system privileges to which employees are not entitled or any action which interferes with the supervisory or accounting functions of the systems or that is likely to have such effects will result in appropriate disciplinary action.

DE MINIMIS USAGE

In the interest of making the use of the Resources part of the day-to-day learning and work of all members of the College community, incidental personal use is tolerated. However, College email, Internet access, and other IT services should not be used for unrelated activities of an extensive nature. Excessive use of systems for recreational

TRITON COLLEGE BOARD POLICY

Internet browsing, email, or game playing is to be avoided and may subject College employees to disciplinary action, up to and including termination.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES

Page 5 of 5

POLICY 3511
ADOPTED: 06/17/08
AMENDED: 12/20/16
AMENDED:

ENFORCEMENT

The College reserves the right to monitor computer and network use. The College considers any violation of this policy to be a serious offense and reserves the right to copy and examine any files or information contained on College systems or equipment.

The Associate Vice President of Information Systems reserves the right to authorize disconnecting a user's account if the user represents a serious threat to system or email integrity. Violators are subject to disciplinary action as dictated by College policy. Users should be aware that offenders may be subject to prosecution under laws including, but not limited to, the

Privacy Act of 1974, The Computer Fraud and Abuse Act of 1986, National Stolen Property Act, and the Electronic Communications Privacy Act.

Suspected violations of this policy or related statute should be reported to the Office of the Associate VP of Information Systems in an email message addressed to: the Associate VP of Information Systems at AVP-IS@triton.edu or by calling extension 3684. In reporting a violation, complainants should cite the specific violation of this policy.

If any provision of this policy is ruled invalid under law, it shall be deemed modified or omitted solely to the extent necessary to comply with said law, and the remainder of the policy shall continue in full force and effect.

QUESTIONS OR PROBLEMS

Questions, concerns or additional information about this and any IT policy shall be directed to the Associate VP of Information Systems.

RESPONSIBILITY

The Associate VP of Information Technology shall administer this policy and will ensure the maintenance of all necessary processes. All administrators shall be responsible for compliance with College policy within their respective administrative areas.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

LETTERHEAD STATIONERY USAGE

POLICY 3512
ADOPTED: 12/15/92
AMENDED:

Triton College stationery will be used for Triton College business only.

The Triton College Board of Trustees and employees will be the only persons allowed to use Triton College stationery and the users of such stationery shall assume full responsibility if College stationery is used for any other purpose than Triton College business.

Triton College stationery shall not be used for the expression of personal views on subjects unrelated to the College or its operations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

FACILITIES USAGE

POLICY 3513
ADOPTED: 01/22/91
AMENDED: 12/17/91
AMENDED: 03/17/92
AMENDED: 04/21/93
AMENDED:

The use of College facilities by various groups and constituencies of the College and the community at large will be allowed providing:

1. Use does not interfere or conflict with the normal operation or educational programs of the College.
2. Use is consistent with College philosophy and mission in accordance with state and local laws or ordinances.
3. Use conforms to the general procedures and conditions governing the use of facilities for the College.
4. Use is pursuant to a written agreement establishing the permitted terms and conditions of such use.

All leasing of facilities will be authorized by the Vice President of Business Services or designee.

Charges will be required unless waived by the Board of Trustees.

Certificates of insurance are required unless waived by the Board of Trustees.

Out-of-district and for profit organizations will also be allowed to use the facilities provided all requirements of this Policy are satisfied.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EQUIPMENT USAGE

POLICY 3514
ADOPTED: 01/22/91
AMENDED: 12/17/91
AMENDED: 03/17/92
AMENDED: 04/21/93
AMENDED: 11/20/01
AMENDED:

The use of College-owned equipment by various groups and constituencies of the College and the community at-large will be allowed as approved. Equipment use will be allowed only if the equipment is not being used or needed for use by the College. The Vice President of Business Services or designee will review for approval all requests. The terms and conditions of such use shall be memorialized in a written agreement, which shall be signed by the user and the Vice President of Business Services, or his designee.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EMPLOYEE TECHNOLOGY REIMBURSEMENT

POLICY 3515

Page 1 of 2

ADOPTED: 09/24/19

AMENDED:

Approved eligible employees may receive a technology reimbursement, maximum \$25/month, from the College, for pre-approved business-related costs incurred when using their personal cell phones, or personal tablets and laptops. In the event the College requires the use of certain or specific technology, and such use results in a cost in excess of \$25/month, such cost must be pre-approved by the Vice President of Business Service prior to incurring any such obligation to be eligible for reimbursement. Employee reimbursements will be administered by the Business Services office and follow all terms and conditions contained herein.

An employee may be eligible for reimbursement, only if there is a proven functional business necessity.

The following criteria must be followed to qualify:

1. Reimbursement eligibility must be approved in advance of usage, by the Supervisor's area VP and the VP of Business Services.
2. There must be a business purpose that cannot be accomplished by use of an assigned College extension, or other land based communication method.
3. Expense reimbursement will not exceed \$25/month as a total reimbursement, regardless of the expense.
4. Calculation for "unlimited plans" will only be a percentage pertaining to the portion of calls made or received for business purposes against the total calls made, not to exceed \$25/month.
5. There will be no reimbursement made for any equipment charges/depreciation, including but not limited to purchase, installment payments or damage, theft, and loss insurance charged for such device.

To be reimbursed, the employee's administrative supervisor and Vice President of the area must specifically request that the employee use their personal cell phone or personal computer devices for college business purposes on the applicable form, and that usage must be pre-approved by the VP Business Services. There must be an accountable actual expense on a bill to qualify.

Reimbursement will be monthly, following established college procedures, and must be submitted, based on an actual expense, excluding the cost for equipment, insurance and taxes.

It must be requested each month via the Claim for Reimbursement Expense procedure. This will include copies of the employee's cell phone bill, and the applicable charges

TRITON COLLEGE BOARD POLICY

highlighted and written explanation provided. Requests for reimbursement must be submitted within 30 days of the date stated on the employee's cell phone bill. Any requests for reimbursement made more than 30 days after the bill date shall be rejected as untimely.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

EMPLOYEE TECHNOLOGY REIMBURSEMENT

POLICY 3515

Page 2 of 2

ADOPTED: 09/24/19

AMENDED:

Employee Responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions and all insurance and taxation related to such equipment. The employee is responsible for plan choices, service features, and calling areas, independent of the College. This includes responsibility for all termination clauses, and paying all charges associated with the cellular service and device.
- Provide detailed monthly invoice for the period and amount claimed. Multiple monthly invoices will not be accepted. Only the current month will be accepted.
- Never use the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations. You must also follow all local, state, and federal laws concerning cell phone operation.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all College policies, including those pertaining to data security, acceptable computing use, and email.
- The College will not be responsible for any cost or liability for you breaking the laws.
- Delete all College data from the cell phone when employment with the College is severed, except when required to maintain the data in compliance with a court order, or college administrative directive.
- Report any job function change that eliminates or significantly reduces the business need for a cell phone or a laptop/tablet to your supervisor within 5 business days of this change.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**USE OF ON CAMPUS COLLEGE
OFFICE EQUIPMENT**

POLICY 3516
ADOPTED: 12/18/90
AMENDED: 11/20/01
AMENDED:

Office related equipment throughout the College is for official use only. Use of telephones, fax machines, scanners, copiers, webcams, computers, etc. is restricted to use for College business only. Office equipment shall not be used for personal reasons either by students or employees.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**SECURITY OF BUILDINGS AND GROUNDS -
POLICE DEPARTMENT**

POLICY 3517
ADOPTED: 01/22/91
AMENDED: 12/17/91
AMENDED: 05/18/93
AMENDED:

There will be a Triton College Police Department. It will serve to protect students, personnel, facilities, furniture, and equipment. The Police Department will be supervised by the Vice President of Business Services. All individuals employed as law enforcement personnel by the Triton College Police Department shall be sworn peace officers in the State of Illinois.

Periodic security and safety inspections will be made per a schedule to be approved by the Vice President of Business Services.

The Police Department will work in close cooperation with the River Grove Police and Fire Departments.

The Police Department will report all loss or damage to facilities and grounds to the Vice President of Business Services.

The Police Department will supervise the College's fleet of vehicles for professional and/or business purposes. No personal use of College vehicles will be permitted.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAFFIC VIOLATIONS

POLICY 3517.1
ADOPTED: 01/22/91
AMENDED: 12/17/91
AMENDED: 08/23/05
AMENDED:

The Triton College Board of Trustees authorizes the development of traffic regulations on the Triton College campus. The Board further authorizes that the violators of the traffic regulations be given a citation. The Board of Trustees directs the Triton Police Department to work in close cooperation with the River Grove Police Department. Moving violations are based on the Illinois Traffic Code; parking violations follow the Village of River Grove ordinances and any applicable state laws, rules or regulations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAFFIC FINES

POLICY 3517.2
ADOPTED: 01/22/91
AMENDED:

In accordance with the Illinois Community College Act, the Board of Trustees shall establish a schedule of fines and penalties for violation of traffic regulations on the College campus. The Board of Trustees will work in close cooperation with the River Grove Police Department.

Students and employees have the right to appeal traffic citations in accordance with established, published procedures, through the River Grove court system.

Fines and penalties collected under this policy shall be deposited into the Operations, Building, and Maintenance Fund, and used for expenditures legally charged to that fund. Moving violation fines are collected by River Grove court system and forwarded to Cook County Clerk of the Court. Parking violations are collected by River Grove court system and a portion is retained by the Village with a percentage sent to Cook County.

Vehicles parked illegally on Triton College property may be towed away at the vehicle owner's expense.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

INSURANCE

Page 1 of 2

POLICY 3532

ADOPTED: 12/18/90

AMENDED: 11/21/95

AMENDED: 11/20/01

AMENDED:

Section 3-29 of the Community College Act (110 ILCS 805/3-29) imposes upon the Board of Trustees the duty to insure, indemnify and protect board members and employees against “civil rights damage claims and suits, constitutional rights damages claims and suits, death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such board member or employee is engaged in the exercise or performance of any powers or duties of the Board, or is acting within the scope of employment or under the direction of the community college board.”

Insurance coverage will be provided by Triton College as required by law. Insurance coverage will be secured at the most economical cost to the college consistent with Triton College’s insurance needs.

The President will obtain the following insurance coverage on behalf of the Board of Trustees:

- | | |
|------------------------------|--------------------------------------|
| Property and Liability | Excess Liability |
| Excess Property | Worker’s Compensation |
| Employed nurses malpractice | Student nurses malpractice |
| Boiler and Machinery | Automobile |
| School Board Legal Liability | Sports Accident |
| Foreign Liability | Liquor Liability |
| Treasurer’s Bond | Group accident for officers |
| Cadaver Bond | Group benefits: health, dental, life |

All insurance agents, companies, insurance pools, and tax sheltered annuity companies will be approved by the Board of Trustees. The above need only be approved initially. The Board of Trustees or the President of the College will determine whether to add or delete any of the insurance representatives.

The President’s staff will conduct a periodic survey of property and personnel safety practices on campus.

The President’s staff will maintain records on all insurance to include: Policies, up-to-date inventories showing description of property, dates and costs of construction, original costs of equipment, present condition and present value.

TRITON COLLEGE BOARD POLICY

When a new company or new coverage is being sought, bids will be required. The Board's bidding policy will be followed.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

INSURANCE

Page 2 of 2

POLICY 3532

ADOPTED: 12/18/90

AMENDED: 11/21/95

AMENDED: 11/20/01

AMENDED:

To the extent not covered by insurance, the Board shall pay, to the extent permitted by law, on behalf of board members, employees and student teachers, any compromises, settlements, judgments, or costs of defense, arising out of "civil rights damage claims and suits, constitutional rights damages claims and suits, death, bodily injury and property damage claims and suits, when damages are sought for alleged negligent or wrongful acts while such Board Member or employee is engaged in the exercise or performance of any powers or duties of the Board, or is acting within the scope of employment or under the direction of the community college board."

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

AUXILIARY ENTERPRISES

POLICY 3540
ADOPTED: 01/22/91
AMENDED: 11/20/01
AMENDED: 08/23/05
AMENDED: 12/20/16
AMENDED:

All auxiliary enterprises must be approved by the Board of Trustees in advance of implementation. Each auxiliary enterprise will exist as a separate entity with a separate budget showing revenues and expenditures for each in the Auxiliary Fund. The general College audit shall include the Auxiliary Enterprise Fund. The President or his/her designee will be responsible for the auxiliary funds.

The following approved Auxiliary Fund Cost Centers are distributed among the vice presidents:

FOOD SERVICES	Provides food for students and staff
CHILD CARE	Provides child care for students, staff and others
PERFORMING ARTS CENTER	Provides plays and shows for the entire community
VIDEO PRODUCTION	Provides video-television development and production services for the campus and public
ATHLETIC PROGRAM	Provides a variety of athletic opportunities to students and community
SPACE CENTER	Provides shows and information to students and public on space exploration
COLLINS CENTER POOL	Provides for the management of the Collins Center Pool
ATHLETIC FACILITIES RENTALS	Provides for the rental of Triton facilities, including athletic fields and classrooms to high schools, colleges and other community organizations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

OPERATION OF CAMPUS FOOD SERVICES

POLICY 3542

ADOPTED: 01/22/91

AMENDED: 03/16/93

AMENDED:

The Board of Trustees may, by its official action, authorize College operation of a campus food service and/or vending program, or the Board of Trustees may, by its official action, authorize private contracts to responsible vendors for operation of a campus food service, including catering operations, and/or vending program.

If the Board of Trustees authorizes the administration to solicit proposals for Food Services, such solicitation shall occur every three to five years, or as may be necessary to ensure the continuity of operations. The Board of Trustees, when awarding a contract, will consider which vendor is most able to meet the service requirements of the College at a high standard while affording the College a reasonable commission. The criteria shall include but not be limited to: financial responsibility and service capability of the company, quality, quantity and appearance of vending machines, equipment, supplies, recommendations of other clients, and commission rate.

Commissions and pricing will be negotiated with catering providers and vending companies.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

COLLEGE INDEBTEDNESS

POLICY 3550
ADOPTED: 12/18/90
AMENDED: 12/17/91
AMENDED:

The securing of funds through the sale of general obligation bonds, revenue bonds, tax anticipation warrants, and other written financial instruments shall be permitting as provided by 110 ILCS 805/3-33 *et seq.* Such financial instruments issued by the College shall constitute a purchase of a commodity, and as such, shall be subject to the purchasing policies, including competitive bidding, as established by the Board of Trustees. Multiple bids shall be obtained if possible.

For the sale of general obligation or revenue bonds, the Business Office shall run an advertisement for sale in the Daily Bond Buyer. For the sale of other financial instruments, the Business Office shall advertise in a minimum of two newspapers throughout the district and one major metropolitan Chicago newspaper.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

LEASES – BUILDINGS AND EQUIPMENT

POLICY 3562
ADOPTED: 01/22/91
AMENDED: 08/23/05
AMENDED: 12/20/16
AMENDED:

The Board of Trustees has determined that in the best interest of the College it may be necessary, from time to time to lease buildings and/or equipment.

Buildings

The President of the College will determine if there is a need for additional space for a period of time and that it is more economical to lease rather than to purchase the needed space. A recommendation will be made to the Board of Trustees who will have final authority for all leases of buildings. All leases shall be memorialized in writing and presented to the Board of Trustees for approval.

Equipment

Motor vehicles, office equipment, specialty and low usage equipment, instructional equipment and service equipment may be leased when it is a more economical use of College funds.

The Board of Trustees will approve all leases of equipment over \$25,000. The Vice President of Business Services or his/her designee will approve all annual leases of \$25,000 or less. All leases shall be memorialized in writing.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TOBACCO AND SMOKE FREE CAMPUS

Page 1 of 3

POLICY 3610

ADOPTED: 07/21/92

AMENDED: 08/23/05

AMENDED: 06/20/06

AMENDED: 05/19/15

AMENDED:

Triton College is dedicated to providing a healthy working environment for all of its students, employees, and guests.

By operation of state law and this policy, effective July 1, 2015, smoking is prohibited throughout Triton College. This prohibition shall apply to all property owned, maintained, leased, or otherwise utilized by Triton College. Smoking is prohibited in all indoor locations, including College vehicles, and outdoors on all College property.

This Policy shall also prohibit any sale, consumption, free sampling, distribution, or advertising of any and all tobacco products, including but not limited to those identified in the “definitions” herein, on College property. No individual on College property shall litter or otherwise dispose of tobacco waste products on Triton College property.

1. Beginning July 1, 2015, Triton College shall post signs to indicate a “Smoke-Free Campus” or utilize the international “No Tobacco” symbol. Such signs shall be placed at critical Campus areas, including but not limited to building entrances. This policy shall apply even in areas where signs are not posted.
2. The Triton College website shall indicate that all campus property, vehicles, and satellite locations are smoke free and shall include a campus map indicating the areas in which smoking is prohibited.
3. All organizations utilizing campus property shall be informed of the Smoke Free Campus Policy and shall be responsible for informing attendees and enforcing the Policy.
4. Members of the Triton College community who fail to comply with this Smoke Free Policy will be subject to all penalties as prescribed by College Policy and applicable law.

a. Student Non-Compliance

Students failing to comply with this Policy shall be cited as prescribed by law, and may be referred to the Dean of Student Services and are subject to the Student Disciplinary Process.

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TOBACCO AND SMOKE FREE CAMPUS

Page 2 of 3

POLICY 3610
ADOPTED: 07/21/92
AMENDED: 08/23/05
AMENDED: 06/20/06
AMENDED: 05/19/15
AMENDED:

b. Employee Non-Compliance

Employees failing to comply with the Policy shall be referred to the employee's administrative supervisor, and be cited as prescribed by law.

c. Contractors/Sub-Contractor Non-Compliance

Non-compliance will be referred to the campus unit responsible for monitoring performance of the applicable contract. The monitoring campus unit shall determine whether termination of the contract is appropriate, and be cited as prescribed by law.

5. Any non-Triton student or non-staff individual smoking on Triton College property will be asked to immediately extinguish the tobacco product. Such violation will result in referral to the Campus Police Department.

Exceptions

In certain limited circumstances, an individual may request advance approval to allow smoking on Triton College property. Such exceptions will be granted only in the following limited situations:

Ceremonial Smoking

Individuals or groups interested in Smoking as part of a ceremony on campus property must seek advance approval from the Vice President of Business Services.

Smoking Research

Smoking may be allowed in an enclosed area on campus property for a medical, scientific, or research program where smoking is an integral part of the research and the appropriate campus research oversight body has approved the inclusion of smoking. Smoking research studies must receive advance approval from the Vice President of Academic Affairs.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TOBACCO AND SMOKE FREE CAMPUS

Page 3 of 3

POLICY 3610

ADOPTED: 07/21/92

AMENDED: 08/23/05

AMENDED: 06/20/06

AMENDED: 05/19/15

Definitions

For the purpose of this Policy, the following definitions shall apply:

“Smoking” means (1) carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment that contains nicotine, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, vapes, water pipes, bong, and hookahs; (2) lighting or burning of non-tobacco plants or marijuana; and (3) using electronic cigarettes.

“Campus Property” means any property owned, leased, occupied, operated, or otherwise controlled by Triton College, including but not limited to academic and auxiliary buildings, classrooms, laboratories, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, athletic complexes and facilities, exterior open spaces, shuttle buses, shuttle bus stops, parking lots, driveways, loading docks, College-owned streets, sidewalks, and walkways.

“Tobacco Products” means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bong, and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-FDA approved nicotine delivery device or product.

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

Meeting of January 24, 2023

POLICY SECTION Student Affairs

POLICY NO. 5115

First Reading

Second Reading

TITLE: RESIDENCY

PURPOSE: Revisions to Policy 5115 are necessary as a result of recommendations from ICCB for students who are under legal guardianship of the Illinois Department of Children and Family Services, students who are homeless, and those who are inmates.

Submitted to Board by:



Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

RESIDENCY

POLICY 5115
ADOPTED: 04/23/91
AMENDED: 06/20/95

Residency is defined as the place where a student lives to be their true permanent home. A student who temporarily moves into the district for the purpose of attending the College at a reduced tuition rate will not be considered as having established a true residency within the district.

The student must meet the following criteria to be considered a resident of the district:

One must have occupied and/or owned a dwelling in the district for 30 days immediately prior to the start of classes and must demonstrate district residency by providing at least two of the following documents: Illinois driver's license, automobile registration, property tax statement, voter registration card, lease or purchase agreement, utility or telephone bill, library card, or other appropriate documentation.

A student who is currently under legal guardianship of the Illinois Department of Children and Family Services or has been recently emancipated from the Department is exempt from the 30-day criteria if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted by the student, a caseworker, or other personnel of the Department, or the student's attorney or guardian.

A student who is homeless may present a signed letter on letterhead from an in-district homeless shelter confirming residency in the shelter.

A student who is presently an inmate of a State correctional/rehabilitation institution located within Illinois is considered an out-of-district/in-state resident without meeting the 30-day residency policy.

A change from out-of-district to in-district status during a semester becomes effective no earlier than the following semester. Students who move in or out of the district during a semester are required to report their new residency to the Office of Admission.

No student shall become a resident on the basis of their attendance at Triton College.

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

Meeting of January 24, 2023

ACTION EXHIBIT NO. 16832

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.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

**PROPOSED BUDGET TRANSFERS - FY 2023
FOR THE PERIOD 12/1/22 to 12/31/22**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
EDUCATION FUND					
1	Art	01-10100505-540900505	Fine Arts Gallery	01-30600515-540900505	\$ 250.00
2	Ctr Access & Accom Services	01-20800530-540900505	Ctr Access & Accom Services	01-20800530-550100005	119.00
3	Admission	01-30100510-540200005	Admission	01-30100510-530900010	8,000.00
4	Alumni Relations	01-80101025-540200005	Alumni Relations	01-80101025-590900000	2,000.00
5	Finance	01-80200510-540400005	Finance	01-80200510-590900000	600.00
6	Finance	01-80200510-550300005	Finance	01-80200510-590900000	1,600.00
TOTAL EDUCATION FUND					\$ 12,569.00
BUILDING FUND					
7	Construction	02-70900501-540900505	Building Operations 1	02-70100510-530300010	\$ 30,000.00
TOTAL BUILDING FUND					\$ 30,000.00
RESTRICTED FUND					
8	ICCB Innovative Bridge	06-20205002-510200005	ICCB Innovative Bridge	06-20205002-540901005	\$ 6,138.03
9	ICCB Innovative Bridge	06-20205002-510200005	ICCB Innovative Bridge	06-20205002-590200000	13,750.00
10	ICCB Innovative Bridge	06-20205002-520900000	ICCB Innovative Bridge	06-20205002-540901005	5,540.07
11	NSF STEM 5th YR	06-20905050-510300030	NSF STEM 5th YR	06-20905050-550100005	720.00
12	NSF STEM 5th YR	06-20905050-510300030	NSF STEM 5th YR	06-20905050-550200005	183.55
13	NSF STEM 5th YR	06-20905050-520100105	NSF STEM 5th YR	06-20905050-550200005	171.56
14	NSF STEM 5th YR	06-20905050-520100405	NSF STEM 5th YR	06-20905050-550200005	4.15
15	NSF STEM 5th YR	06-20905050-520500005	NSF STEM 5th YR	06-20905050-550200005	328.31
16	NEH Humanities Initiative YR4	06-30605005-550300005	NEH Humanities Initiative YR4	06-30605005-540900505	1,500.00
TOTAL RESTRICTED FUND					\$ 28,335.67
TOTAL PROPOSED BUDGET TRANSFERS					\$ 70,904.67

Budget Transfer Form

Dollar Amount

\$250.00

From what Budget Account

01 10100505 540900505

Object Code Description

ART: other materials and supplies

To what Budget Account

01 30600515 540900505

Fine Arts Gallery: other materials and supplies

Is this a Grant?
Yes () No (X)

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

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

Predicted expenditures from ART Other Materials and supplies will be less than expected. This transfer will not create a shortfall in needed funds.

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

Gallery Other Materials and Supplies incurred additional costs to what was predicted in order to mount the international show "Cosmic Rabbits". Additional funds are therefore needed to purchase certificate folders for the 2023 student high school competition.

Required Signatures

Requestor

DocuSigned by: Dennis McNamara 12/12/2022

Cost Center Manager

DocuSigned by: Dennis McNamara 12/12/2022

Associate Dean (If Applicable)

DocuSigned by: Derek Salinas Lazarski 12/13/2022

Dean (If Applicable)

DocuSigned by: Jeanette Bartley 12/13/2022

Associate Vice President

DocuSigned by: Paul Jensen 12/13/2022

Area Vice President

DocuSigned by: Susan Campos 12/13/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *JP*

Exec. Dir. of Bus. Operations: _____ *CR*

VP of Business Services: *[Signature]* 12/15/22

Entered by: BLS00 DS 12/15/22

Budget Transfer Form

~~XXXXXX~~ \$119.00

Dollar Amount

From what Budget Account

01 - 20800530 - 540900505

Object Code Description

Other Materials & Supplies

To what Budget Account

01 - 20800530 - 550100005

Meeting Expense

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:

Some needed supplies were gotten from the "Reuse-It" room enabling our department to save some funds in the other materials & supplies line.

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

Refreshments are being purchased from Tri Cafe for the SEED student graduation that will be held in January. That account doesn't have enough funds to pay for all the refreshments therefore a transfer of funds is needed.

Required Signatures

Requestor

DocuSigned by: Deborah Kaczmarek 12/7/2022

Cost Center Manager

DocuSigned by: Deborah Kaczmarek 12/7/2022

Associate Dean (If Applicable)

DocuSigned by: _____ 12/7/2022

Dean (If Applicable)

DocuSigned by: Hilary Meyer 12/7/2022

Associate Vice President

DocuSigned by: Denise Jones 12/7/2022

Area Vice President

DocuSigned by: Jodi Koolow Martin 12/7/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 12/8/22

Entered by: B6492 DS 12/8/22

Budget Transfer Form

Dollar Amount

\$8,000

From what Budget Account

01 - 30100510 - 540200005

Object Code Description

Admissions Printing

To what Budget Account

01 - 30100510 - 530900010

Admission : 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:
No other major printing services are needed for this fiscal year.

Explain specifically why additional funds are needed in the receiving account:
Funds are needed to pay for TES Online Campus Access.

Required Signatures

Requestor

DocuSigned by: Ken Smith 12/2/2022

Cost Center Manager

DocuSigned by: Ken Smith 12/7/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 12/9/2022

Area Vice President

DocuSigned by: Jodi C Koslow Martin 12/14/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 12/15/22

Entered by: BUSOIDS 12/15/22

Budget Transfer Form

Dollar Amount

\$2000.00

From what Budget Account

01 80101025 54020005

Object Code Description

Alumni Relations : Printing

To what Budget Account

01 80101025 59090000

Alumni Relations : Other Expenditures

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:

We will need less printing dollars in our budget which will allow us to support more outreach initiatives for alumni awareness in the Spring 2023 semester.

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

Additional events will be planned to support the college's strategic plan and increase our visibility to our Alumni students.

Required Signatures

Requestor

DocuSigned by: Kina Lilly 12/20/2022
PS40EBASALAD4EF...

Cost Center Manager

DocuSigned by: Kina Lilly 12/20/2022
PS40EBASALAD4EF...

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 12/20/2022
KSTL3K00-1N54E1...

Area Vice President

DocuSigned by: Sean Sullivan 12/20/2022
64222029TEC74AT...

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 12/20/22

Entered by: BL512 DS 12/21/22

Budget Transfer Form

Dollar Amount

\$600.00

From what Budget Account

01 - 80200510 - 540400005

Object Code Description

Finance : Computer Software

To what Budget Account

01 - 80200510 - 590900000

Finance : Other Expenditures

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 is no Computer software being purchased right now.

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

Funds are needed in Finance : Other Expenditures to buy check stock.

Required Signatures

Requestor

DocuSigned by: Danielle Stephens 12/16/2022

Cost Center Manager

DocuSigned by: Jim Reynolds 12/19/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 12/19/2022

Area Vice President

DocuSigned by: Sean Sullivan 12/19/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MS*

Exec. Dir. of Bus. Operations: _____ *CR*

VP of Business Services: *S. Sullivan* 12/19/22

Entered by: B6506 DS 12/19/22

Budget Transfer Form

Dollar Amount

\$1,600.00

From what Budget Account

01 - 80200510 - 550300005

Object Code Description

Finance : Travel - Out of State

To what Budget Account

01 - 80200510 - 590900000

Finance : Other Expenditures

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:

Funds in Finance : Travel - out of State are no longer needed because there will be no out of State Travel this fiscal year.

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

Funds are needed in Finance : other Expenditures to buy more check stock.

Required Signatures

Requestor

DocuSigned by: Danielle Stephens 12/16/2022

Cost Center Manager

DocuSigned by: Jim Reynolds 12/19/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 12/19/2022

Area Vice President

DocuSigned by: Sean Sullivan 12/19/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: Sodner 12/19/22

Entered by: B650705 12/19/22

Budget Transfer Form

Dollar Amount

\$30,000.00

From what Budget Account

02 - 70900501 - 540900505

Object Code Description

Construction: Other Materials and Supplies

To what Budget Account

02 - 70100510 - 530300010

Building Ops 1: Architectural 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:

There are no Construction Other Material and supply expenses anticipated for the balance of FY23

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

Additional Funds are needed for Miscellaneous Architectural Services for Various Projects in FY23

Required Signatures

Requestor

DocuSigned by: John Lambert 12/21/2022

Cost Center Manager

DocuSigned by: John Lambert 12/21/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 12/22/2022

Area Vice President

DocuSigned by: Sean Sullivan 12/22/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: _____

MS
CR
SS 1/3/23 CR

Entered by: BLS/DS 1/3/23

Budget Transfer Form

Dollar Amount

\$6138.03

From what Budget Account

06 - 20205002 - 510200005

Object Code Description

ICCB IBT Prof/Tech Full Time

To what Budget Account

06 - 20205002 - 540901005

ICCB IBT Computer Equipment <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? Gerardo Porras-Nava

Include Attachments: Yes No

Rationale:

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

We have been unable to hire a SEED Coordinator so we have remaining funds in ICCB IBT Prof/Tech Full Time.

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

We need funds in ICCB IBT Computer Equipment <5K to purchase laptops and iPads for SEED student use.

This is an allowable transfer under the ICCB IBT grant guidelines.

Required Signatures

Requestor

DocuSigned by: Hilary Meyer 11/29/2022

Cost Center Manager

DocuSigned by: Deborah Kaczmarek 11/29/2022

Associate Dean (If Applicable)

DocuSigned by: _____ 11/29/2022

Dean (If Applicable)

DocuSigned by: Hilary Meyer 11/29/2022

Associate Vice President

DocuSigned by: Denise Jones 12/1/2022

Area Vice President

DocuSigned by: Jodi Koslow Martin 12/1/2022

BUSINESS OFFICE APPROVALS

Grant Accountant:

[Signature] 12/2/22

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

[Signature]

Entered by: B6490PS 12/5/22

VP of Business Services:

[Signature] 12/7/22

Budget Transfer Form

Dollar Amount \$13750

From what Budget Account 06 - 20205002 - 510200005 Object Code Description ICCB IBT Prof/Tech Full Time

To what Budget Account 06 - 20205002 - 590200000 ICCB IBT Student Grants & Scholarships

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? Gerardo Porras-Nava Include Attachments: Yes No

Rationale:
 Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 We have been unable to hire a SEED coordinator, so additional funds are available in Prof/Tech Full Time.

Explain specifically why additional funds are needed in the receiving account:
 We are providing student stipends through the Student Grants & Scholarships line.
 This is an allowable transfer under the ICCB IBT grant guidelines.

Required Signatures

Requestor Hilary Meyer 11/29/2022

Cost Center Manager Deborah Kaczmarek 12/1/2022

Associate Dean (If Applicable) _____

Dean (If Applicable) Hilary Meyer 12/1/2022

Associate Vice President Denise Jones 12/1/2022

Area Vice President Jodi Koslow Martin 12/1/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature] 12/2/22

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 12/3/22

Entered by: BCH89DS 12/5/22

Budget Transfer Form

Dollar Amount

\$5540.07

From what Budget Account

06 - 20205002 - 520900000

Object Code Description

ICCB IBT Other Employee Benefits

To what Budget Account

06 - 20205002 - 540901005

ICCB IBT Computer Equipment <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? Gerardo Porras-Nava

Include Attachments: Yes No

Rationale:

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

We have been unable to hire full-time staff for the SEED program so we have funds available in the ICCB IBT Other Employee Benefits line.

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

We need funds in ICCB IBT Computer Equipment <5K to purchase laptops and iPads for SEED student use.

This is an allowable transfer under the ICCB IBT grant guidelines.

Required Signatures

Requestor

DocuSigned by: Hilary Meyer 11/29/2022

Cost Center Manager

DocuSigned by: Deborah Kaczmarek 11/29/2022

Associate Dean (If Applicable)

DocuSigned by: _____ 11/29/2022

Dean (If Applicable)

DocuSigned by: Hilary Meyer 11/29/2022

Associate Vice President

DocuSigned by: Denise Jones 12/1/2022

Area Vice President

DocuSigned by: [Signature] 12/8/2022

BUSINESS OFFICE APPROVALS

Grant Accountant:

[Signature] 12/12/22

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

[Signature]

Entered by: B6498 DS 12/13/22

VP of Business Services: [Signature] 12/12/22

Budget Transfer Form

Dollar Amount \$720

From what Budget Account 06 - 20905050 - 510300030 Object Code Description NSF STEM 5th YR : FT Extra Duty Non-Chair/Co

To what Budget Account 06 - 20905050 - 550100005 Meeting Expense

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

Grant Accountant? Elizabeth Zydron Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 The NSF S-STEM ends 1/31/23, we have no more need for extra duty funds. This is allowable by the NSF (and travel was originally budgeted in the proposal).

Explain specifically why additional funds are needed in the receiving account:
 This is to support PI travel to a conference to report on the results and learn from other STEM educators focused on diversity work.

Required Signatures

Requestor DocuSigned by: Sheldon Turner 12/12/2022

Cost Center Manager DocuSigned by: Sheldon Turner 12/12/2022

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President DocuSigned by: Paul Jensen 12/15/2022

Area Vice President DocuSigned by: Susan Campos 12/15/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 12/15/22

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 12/16/22

Entered by: B6502 DS 12/16/22

Budget Transfer Form

Dollar Amount

\$183.55

From what Budget Account

06 - 20905050 - 510300030

Object Code Description

FT Extra Duty Non-Chair/Coor

To what Budget Account

06 - 20905050 - 550200005

Travel - In State

DS

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? Elizabeth Zydron

Include Attachments: Yes No

Rationale:

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

The NSF S-STEM ends 1/31/23, we have no more need for extra duty funds. This is allowable by the NSF (and travel was originally budgeted in the proposal).

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

This is to support PI travel to a conference to report on the results and learn from other STEM educators focused on diversity work.

Required Signatures

Requestor

DocuSigned by: Sheldon Turner 12/12/2022

Cost Center Manager

DocuSigned by: Sheldon Turner 12/12/2022

Associate Dean (if Applicable)

Dean (if Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 12/19/2022

Area Vice President

DocuSigned by: Susan Campos 12/19/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: Elizabeth Zydron 12/19/22

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 12/19/22

Entered by: BLS110512/19/22

Budget Transfer Form

Dollar Amount

\$171.56

From what Budget Account

06 - 20905050 - 520100105

Object Code Description

Medical / Dental

To what Budget Account

06 - 20905050 - 550200005

Travel: In-State



Is this a Grant?
Yes [x] No []

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

Grant Accountant? Elizabeth Zydron

Include Attachments: Yes [] No [x]

Rationale:

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

The NSF S-STEM ends 1/31/23, we have no more need for medical/dental because there will be no more extra duty or program coordinator stipends or pay for this grant. This is allowable by the NSF (and travel was originally budgeted in the proposal).

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

This is to support PI travel to a conference to report on the results and learn from other STEM educators focused on diversity work.

Required Signatures

Requestor

DocuSigned by: Sheldon Turner 12/12/2022

Cost Center Manager

DocuSigned by: Sheldon Turner 12/12/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 12/19/2022

Area Vice President

DocuSigned by: Susan Campos 12/19/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: Elizabeth Zydron 12/19/22

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

Entered by: BLS DS 12/19/22

VP of Business Services: [Signature] 12/19/22

Budget Transfer Form

Dollar Amount \$4.15

From what Budget Account 06 - 20905050 - 520100405 Object Code Description Group Life

To what Budget Account 06 - 20905050 - 550200005 Travel: In-state

20

Is this a Grant? Yes [x] No []

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

Grant Accountant? Elizabeth Zydron

Include Attachments: Yes [] No [X]

Rationale:

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

The NSF S-STEM ends 1/31/23, we have no more need for Group Life because there will be no more extra duty or program coordinator stipends or pay for this grant. This is allowable by the NSF (and travel was originally budgeted in the proposal).

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

This is to support PI travel to a conference to report on the results and learn from other STEM educators focused on diversity work.

Required Signatures

Requestor Sheldon Turner 12/12/2022

Cost Center Manager Sheldon Turner 12/12/2022

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Paul Jensen 12/19/2022

Area Vice President Susan Campos 12/19/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 12/19/22

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 12/19/22

Entered by: BL509 DS 12/19/22

Budget Transfer Form

Dollar Amount

\$328.31

From what Budget Account

06 - 20905050 - 520500005

Object Code Description

Medicare

To what Budget Account

06 - 20905050 - 550200005

Travel: In-State



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? Elizabeth Zydron

Include Attachments: Yes No

Rationale:

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

The NSF S-STEM ends 1/31/23, we have no more need for Medicare because there will be no more extra duty or program coordinator stipends or pay for this grant. This is allowable by the NSF (and travel was originally budgeted in the proposal).

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

This is to support PI travel to a conference to report on the results and learn from other STEM educators focused on diversity work.

Required Signatures

Requestor

DocuSigned by: Sheldon Turner 12/12/2022

Cost Center Manager

DocuSigned by: Sheldon Turner 12/12/2022

Associate Dean (if Applicable)

Dean (if Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 12/19/2022

Area Vice President

DocuSigned by: Susan Campos 12/19/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 12/19/22

Asst. Director of Finance

[Signature]
[Signature]

Exec. Director of Finance:

Exec. Dir. of Bus. Operations:

Entered by: B6508 DS 12/19/22

VP of Business Services: [Signature] 12/19/22

Budget Transfer Form

Dollar Amount \$1,500

From what Budget Account 06 - 30605005 - 550300005 Object Code Description Travel out-of-state

To what Budget Account 06 - 30605005 - 540900505 Other Materials and Supplies

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

Grant Accountant? Gerardo Porrás-Nava 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 not needed for out-of-state travel for faculty.

Explain specifically why additional funds are needed in the receiving account:
 Funds are needed for books for humanities classes.

"This is an allowable transfer under the NEH Humanities Initiative YR4 grant guidelines."

Required Signatures

Requestor Purva DeVal 12/2/2022

Cost Center Manager Elizabeth Collins 12/2/2022

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Paul Jensen 12/2/2022

Area Vice President Susan Campos 12/2/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 12/6/22

Entered by: B6491DS 12/7/22

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

Meeting of January 24, 2023

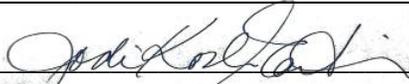
ACTION EXHIBIT NO. 16833

SUBJECT: TRIO SSS CAMPUS/HISTORICAL TOUR TO NEW ORLEANS, LA

RECOMMENDATION: That the Board of Trustees grant TRIO Student Support Services permission to provide TRIO participants with out of state 4-year institution campus tours and visits to historical museums and monuments in New Orleans, LA. The proposed tour will be held during the week of spring break, 3/13/2023-3/16/2023, and will not exceed \$30,630. The total cost will be completely funded by the Department of Education TRIO SSS grant. There is no cost to the college.

RATIONALE: TRIO Student Support Services will provide TRIO participants with the opportunity to travel to New Orleans, LA. Included in the tour are the following: Guided campus tours of Louisiana State University, Southern University, Dillard University, Tulane University and Loyola University. Additionally, visits to the Whitney Plantation, Hurricane Katrina Tour, African American History Walking Tour, and National World War Museum are also included. The spring break 2023 Campus/Historical Tour provides participants with the opportunity to gain exposure to sites and institutions outside of the local environment thus highlighting out of state institutions as an attainable educational option. Permission granted by program officer in Washington, DC to use carry over funds from fiscal year 21-22 to be allocated for the tour.

Submitted to Board by: _____


Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No



Triton College
Student Support Services
P042A201482
Carry-Forward Expenditure Plan

Carry-Forward (2022-2023)

\$44,525

Triton College SSS experienced vacancies in non-key personnel throughout the year due to several resignations. While every effort was made to minimize the amount of time positions remained vacant, salary lapses were inevitable. The narrative below outlines how TC SSS plans to allocate and expend carry-forward funds in PY3.

Staff Travel/Professional Development- As the TC SSS Project is actively working to fill non-key personnel positions, focusing on professional development and training will be key as new staff members are on-boarded. The allocated amount of \$8,895 in un-expended funds will be allotted for staff training and staff professional development not to exceed the 4% of the total from the personnel line listed in the PY3 budget. Beginning July 1, 2022, TC approved the increase in salary of the TRIO Student Success Advisor non-key personnel position. In turn, the amount allocated for personnel increased significantly from that of PY2. The use of unexpended funds towards staff travel & professional development will provide the opportunity for staff to attend offered federal TRIO trainings in addition to regional and state conferences. This will serve as a method to reenergize staff, improve service efficiency, and (re)build staff confidence. The budgeted amount includes registration fees, transportation, meals, and lodging.

Travel Purpose	Registration Fees	Air/Ground Transportation	Per Diem (Meals)	Lodging	Total Cost
COE National TRIO Conference (Director)	\$1,000	\$500	\$225 (\$75/day x 3 days)	\$750 (\$250 x 3 nights)	\$2,475
EOA Regional TRIO Conference (Director/1 TRIO Staff)	\$1,300 (\$650 x 2 Staff)	\$600 (\$300 x 2 Staff)	\$450 (\$75/day x 3 days-2 Staff)	\$1,080 (\$180/ 3 nights-2 Staff)	\$3,430
State IL TRIO Conference (Director/1 TRIO Staff)	\$750 (\$375x 2 Staff)	\$300 (Rental)	\$300 (\$75/day x 2 days-2 Staff)	\$415 (\$103.75 x 2 nights-2 Staff)	\$1,765
*TRIO Trainings (Director/1 TRIO Staff)	\$0	\$400	\$450 (\$75/day x 3 days-2 Staff)	\$375 (\$125 x 3 nights)	\$1,225
TOTAL TRAVEL					\$8,895

Academic/Cultural Events- TC SSS Project has returned to the offering of in-person services, as a result, there has been an increase in participant interest. To build on this and increase current participant engagement and grant objective transfer rates, the proposed plan for the use of the un-expended funds in the amount of \$44,525 would include the opportunity to plan an out-of-state campus tour and history inspired trip with 15 participants and supporting staff during spring break of the spring 2023 semester. The proposed destination includes traveling to New Orleans to tour Louisiana State University, the University of New Orleans, and Loyola University. Additionally, the tour will place focus on historical elements such as an African American History Walking Tour, the National World War II Museum and movie, and Destrehan Plantation tour. The amount of \$30,630 would be allocated for this tour. The budgeted amount includes the cost of registration fees, transportation, meals, and lodging.

Should additional costs be incurred to complete the tour, funds will be supplemented through institutional funds. The spring 2023 Campus/Historical Tour provides participants with the opportunity to gain exposure to sites and institutions outside the local environment thus highlighting out of state institutions as an attainable educational option.

Event	Registration Fees	Air/Ground Transportation	Meals	Lodging	Total Cost
Spring 2023 Campus/Historical Tour (12 Participants, 3 Staff)	\$5,000	\$11,500	\$7,065	\$7,065 (\$235.50/per room x 3/nights) (includes driver accommodations)	\$30,630

Other-

External evaluation completed annually that is appropriate to the program and includes quantitative and qualitative data. Data is collected continuously with special focus on intake, mid-term, end of the semester, and end of year periods. External evaluation costs are needed to ensure qualified objective services that support continuous quality improvement of the program.

Event	Registration Fees	Air/Ground Transportation	Meals	Lodging	Total Cost
External Evaluation	\$5,000	\$0 (Included in Registration Fee)	\$0 (Included in Registration Fee)	\$0 (Included in Registration Fee)	\$5,000

Day One - Monday March 13, 2023

Arrive at airport to check in for your flight

Breakfast with \$15 meal money

Depart for New Orleans

Arrive in New Orleans

Your Professional Tour Director will meet your group upon arrival and handle your hotel check-in, plus all of your ticketing and reservations logistics. They will stay at your hotel and ride the bus full-time with your group.

Lunch with \$20 meal money

3:00 PM Louisiana State University guided campus tour and information session

4:30 PM Roland Through New Orleans city tour

7:30 PM **Dinner at Mulate's Cajun Restaurant**

Mulate's Cajun Restaurant music and dancing

9:30 PM Check into your hotel

Private overnight security at the hotel each evening

Day Two - Tuesday March 14, 2023

7:15 AM **Enjoy breakfast at your hotel.**

8:15 AM Depart for sightseeing

9:00 AM Blaine Kern's Mardi Gras World - Group Tour w/ Mask Making Workshop

Lunch with \$20 meal money

2:00 PM University of New Orleans guided campus tour

4:00 PM African-American History Walking Tour of Treme & French Quarter

7:00 PM **Steamboat Natchez evening Jazz Cruise with dinner**

10:00 PM Return to the hotel

Day Three - Wednesday March 15, 2023

7:30 AM **Enjoy breakfast at your hotel.**

8:30 AM Depart for sightseeing

9:30 AM Cajun Pride Swamp Tours private tour

Lunch with \$20 meal money

2:30 PM National World War II Museum and movie

Beignets and beverage at Cafe du Monde in the French Quarter

7:00 PM **Rock "N" Party Package. 2 hrs. bowling and meal included.**

9:15 PM Depart for hotel

Day Four - Thursday March 16, 2023

7:00 AM **Enjoy breakfast at your hotel.**

New Orleans Streetcar Ride

10:00 AM Loyola University - Campus Tour & Information Session

Lunch with \$20 meal money

1:30 PM Destrehan Plantation tour

Arrive at the airport to check in for your flight

Dinner with \$20 meal money

Depart for Chicago

Arrive in Chicago

In keeping with WorldStrides' commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations giving drivers at least 9 hours off each night and a maximum of 15 hours on duty during any 24 hour period.

Your WorldStrides Course Leader and Guides reserve the right to revise your group's itinerary due to unforeseen circumstances such as traffic, road closures, site closures, and weather. Your Course Leader or Guide will consult with the Program Leader and Bus Driver(s) on any changes.

PENDING CONFIRMATION

Tulane University
Dillard University
Southern University
Hurricane Katrina Tour
Pelicans Basketball Game

Roof Repairs – Building T

5 firms submitted bids for the Roof Repairs – Building T project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:30 p.m. local time, Thursday, December 15, 2022, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and Colleen Rockafellow, Business Services, and witnessed by Steve Mazurek, Maintenance, Jessica Potempa and Brian McElmeel, Arcon Associates, Inc., and representatives from Combined Roofing, DCG Roofing Solutions, Inc., Knickerbocker Roofing, and Tremco Roofing.

It is recommended that the Board of Trustees accept the proposal submitted by DCG Roofing Solutions, Inc. in accordance with their low specified bid. This item was competitively bid according to state statutes.

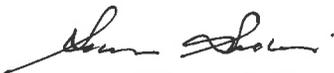
COMPANY

NET COST

DCG Roofing Solutions, Inc.
2045 Janice Ave.
Melrose Park, IL 60160

\$395,770.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70900501-580400005
A/C Name	Construction Building Remodeling > 50k
Budget	\$ 1,664,000.00
Prev. Expend.	\$ 608,452.80
Schedule	\$ 395,770.00
Balance	\$ 659,777.20

Memorandum

December 19, 2022

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Roof Repairs – Building T



Operations & Maintenance

Triton College received 5 bids from vendors for the Roof Repairs – Building T project.

The lowest, qualified bidder was DCG Roofing Solutions, Inc. of Melrose Park, Illinois, for a low combined total of the Base Bid and Alternate Bid No. 1, in the amount of \$395,770.00.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to be awarded to DCG Roofing Solutions, Inc. for a low combined total of the Base Bid and Alternate Bid No. 1, in the amount of \$395,770.00.

I support this recommendation and agree that the bid should be awarded to DCG Roofing Solutions, Inc. for a low combined total of the Base Bid and Alternate Bid No. 1, in the amount of \$395,770.00.

Thanks, and please feel free to call with any questions.

John



December 19, 2022

Mr. John Lambrecht
Associate Vice President of Facilities
Triton College
2000 Fifth Avenue
River Grove, Illinois 60171

RE: BID RECOMMENDATION
ROOF REPAIRS – BUILDING T
TRITON COLLEGE
PROJECT NO. 22138

Dear Mr. Lambrecht:

On Thursday, December 15, 2022 at 2:30 P.M., five (5) sealed bids were publicly opened and read for the Roof Repairs at Building T. The low qualified bidder was DCG Roofing Solutions, Inc. of Melrose Park, Illinois, for a low combined total of the Base Bid and Alternate Bid No. 1, in the amount of \$395,770.00. This amount also includes a project allowance contingency of \$15,000.00. See the attached Bid Tabulation Sheet for a complete summary of the bids.

We have conducted a scope review with Dan Stanton, of DCG Roofing Solutions., and they have confirmed both their bid and the Scope of the Project. Additionally, DCG Roofing Solutions, has successfully completed other roofing projects for ARCON Associates, Inc.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College, award the contract for the Roof Repairs at Building T to DCG Roofing Solutions, Inc. of Melrose Park, Illinois, in the amount of \$395,770.00.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads 'Brian E. McElmeel'.

Brian E. McElmeel, RRC, IIBEC
Director of Building Envelope Services

attachments

BEM
J:\Triton College\22138 Roof Repairs @ Building T\1 Docs\Corr\22138L001.docx

Project: ROOF REPAIRS - BUILDING T

Owner: Triton College

Project No.: 22138

Bid Date/Time: Thursday, December 15, 2022 @ 2:30 P.M.



		1	2	1+2
	CONTRACTOR	BASE BID TOTAL (ROOF AREA 1.0 AND 2.0)	ALTERNATE NO. 1 (ROOF AREAS 3.0 AND 4.0)	TOTAL BID (BASE BID + ALTERNATE NO.1)
1	A-1 Roofing Co.	No Bid	No Bid	
2	Bennett & Brosseau Roofing, Inc.	No Bid	No Bid	
3	Combined Roofing Services, LLC.	\$368,000.00	\$147,000.00	\$515,000.00
4	Crowther Roofing and Sheet Metal, Inc.	No Bid	No Bid	
5	DCG Roofing Solutions	\$284,000.00	\$111,770.00	\$395,770.00
6	Elens & Maichin Roofing and Sheet Metal, Inc.	\$368,440.00	\$167,530.00	\$535,970.00
7	Knickerbocker Roofing and Sheet Metal, Inc.	\$372,200.00	\$148,000.00	\$520,200.00
8	L. Marshall, Inc.	\$345,000.00	\$135,000.00	\$480,000.00
9	Preservation Services, Inc.	No Bid	No Bid	
10	Ridgeworth Roofing Co., Inc.	No Bid	No Bid	

Chiller Replacement – Buildings F & G

11 firms submitted bids for the Chiller Replacement – Buildings F & G project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Thursday, December 15, 2022, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and Colleen Rockafellow, Business Services, and witnessed by Steve Mazurek, Maintenance, Jessica Potempa and Brian McElmeel, Arcon Associates, Inc., and representatives from F.E. Moran, Inc., Helm Mechanical, Ideal Heating, Hill Mechanical, Voris Mechanical, Premier Mechanical, Inc., Oakbrook Mechanical, Quality Control Systems, Valentino Construction, and Air Comfort, LLC.

It is recommended that the Board of Trustees accept the proposal submitted by F.E. Moran, Inc. in accordance with their low specified bid. This item was competitively bid according to state statutes.

COMPANY
F.E. Moran, Inc.
2265 Carlson Drive
Northbrook, IL 60062

NET COST
\$790,950.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70900501-580400005
A/C Name	Construction Building Remodeling > 50k
FY24 Budget	\$ 900,000.00
Prev. Expend.	\$ 0.00
Schedule	\$ 790,950.00
Balance	\$ 109,050.00

Memorandum

December 22, 2022

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Chiller Replacements – Buildings F & G



Operations & Maintenance

Triton College received 11 bids from vendors for the Chiller Replacements – Buildings F & G project.

The lowest, qualified bidder was F.E. Moran, Inc., in the Base Bid and Alternate No. 1 amount of \$790,950.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to be awarded to F.E. Moran, Inc., in the Base Bid and Alternate No. 1 amount of \$790,950.

I support this recommendation and agree that the bid should be awarded to F.E. Moran, Inc., in the Base Bid and Alternate No. 1 amount of \$790,950.

Thanks, and please feel free to call with any questions.

John



December 22, 2022

Mr. John Lambrecht
Associate Vice President of Facilities
Triton College
2000 Fifth Avenue
River Grove, Illinois 60171

RE: BID RECOMMENDATION
CHILLER REPLACEMENTS – BUILDINGS F & G
TRITON COLLEGE
PROJECT NO. 22107

Dear Mr. Lambrecht:

On Thursday, December 15, 2022, at 2:00 P.M. eleven (11) sealed bids were publicly opened and read for the Chiller Replacements – Buildings F & G project. The low qualified bidder was F.E. Moran, Inc., in the Base Bid and Alternate No. 1 amount of \$790,950. The Base Bid includes the project contingency amount.

We contacted F.E. Moran, Inc. and they have confirmed their bid. The project requirements were reviewed, and F.E. Moran demonstrated an understanding of the scope of work and project timeline. F.E. Moran has completed numerous ARCON and Triton College projects with favorable results. We believe they are capable of performing well on this project.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College award the contract for the Chiller Replacements – Buildings F & G project to the low qualified bidder, F.E. Moran, Inc., in the Base Bid and Alternate No. 1 amount of \$790,950.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Gaspare Pitrello". The signature is written in a cursive style.

Gaspare P. Pitrello, ALA
Principal

Attachments

WMS/rac
J:\Triton College\22107 Chiller Replacement @ Buildings F & G\1 Docs\Corr\22107L001.docx

Project: CHILLER REPLACEMENT - BUILDINGS F & G
 Owner: Triton College
 Project No.: 22107
 Bid Date/Time: Thursday, December 15, 2022 @ 2:00 P.M.



	CONTRACTOR	BASE BID + 10% CONTINGENCY	ALTERNATE NO. 1: ALL WORK SHOWN - BUILDING G	TOTAL
1	Air Comfort	\$555,264.60	\$464,786.00	\$1,020,050.60
2	Construction Inc.	\$650,000.00	\$575,000.00	\$1,225,000.00
3	FE Moran	\$417,450.00	\$373,500.00	\$790,950.00
4	Hartwig Plumbing & Heating	\$443,795.00	\$382,000.00	\$825,795.00
5	Helm Mechanical*	\$383,500.00	\$395,000.00	\$778,500.00
6	Hill Mechanical	\$499,766.00	\$411,115.00	\$910,881.00
7	Ideal Heating	\$465,176.80	\$415,000.00	\$880,176.80
8	Oak Brook Mechanical	\$462,000.00	\$420,000.00	\$882,000.00
9	Premier Mechanical	\$430,650.00	\$403,400.00	\$834,050.00
10	Quality Control Systems	\$572,837.00	\$564,585.00	\$1,137,422.00
11	Voris Mechanical	\$558,442.50	\$498,800.00	\$1,057,242.50

*Unqualified Bid

Uniform Bid FY23

2 firms submitted bids for the Uniform Bid FY23. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Thursday, December 8, 2022, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and John McGarry, Purchasing.

It is recommended that the Board of Trustees accept the proposal submitted by Cintas Corporation #2, in accordance with their low specified bid. This item was competitively bid according to state statutes.

COMPANY

NET COST

Cintas Corporation #2
6001 W. 73rd Street
Bedford Park, IL 60638

\$19,844.50

APPROVED:


Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70100535-540400015
A/C Name	Repair Material & Supplies
Budget	\$ 350,000.00
Prev. Expend.	\$ 90,236.03
Schedule	\$ 19,844.50
Balance	\$ 239,919.47

Memorandum

December 20, 2022

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Uniform Bid FY23



Operations & Maintenance

Triton College received 2 bids from vendors for the Uniform Bid FY23.

The lowest, qualified bidder was Cintas Corporation #2, for a low combined total of the projected quantities, in the amount of \$19,844.50.

I recommend that the bid should be awarded to Cintas Corporation #2, for a low combined total of the projected quantities, in the amount of \$19,844.50.

Thanks, and please feel free to call with any questions.

John

FY23 Uniform Bid Tabulation

	Cintas	Count		Michaels	Count	
Pant PT10						
Reg	\$21.99	53	\$1,165.47	\$25.50	53	\$1,351.50
Plus	\$25.99			\$25.50		
Pant PC20						
Reg	\$19.99	7	\$139.93	\$31.50	7	\$220.50
Plus	\$21.99			\$31.50		
Shirt SP24						
XS-XL	\$15.99	6	\$95.94	\$14.50	6	\$87.00
XXL	\$15.99			\$14.50		
3XL	\$15.99			\$14.50		
4XL	\$15.99			\$14.50		
5XL	\$15.99			\$14.50		
6XL	\$15.99			\$14.50		
Shirt SP14						
XS-XL	\$17.99			\$17.50		
XXL	\$17.99			\$17.50		
3XL	\$17.99			\$17.50		
4XL	\$17.99			\$17.50		
Shirt SC30						
XS-XL	\$23.99	7	\$167.93	\$25.50	7	\$178.50
XXL	\$23.99			\$25.50		
3XL	\$23.99			\$25.50		
4XL	\$23.99			\$25.50		
Shirt SK28						
XS-XL	\$18.00	40	\$720.00	\$17.50	40	\$700.00
XXL	\$24.00			\$19.50		
3XL	\$24.00			\$23.00		
4XL	\$24.00			\$23.00		
5XL	\$24.00			\$26.50		
Shirt SC40						
XS-XL	\$19.00			\$25.00		
XXL	\$21.00			\$25.00		
3XL	\$21.00			\$25.00		
4XL	\$21.00			\$25.00		
Smock TP23						
XS-XL	\$17.99	7	\$125.93	\$22.75	7	\$159.25
XXL	\$17.99			\$22.75		
3XL	\$17.99			\$22.75		
4XL	\$17.99			\$22.75		
Jacket JT38						
XS-XL	\$36.99			\$45.00		
XXL	\$36.99			\$45.00		
3XL	\$39.99			\$45.00		
4XL	\$39.99			\$45.00		
5XL	\$39.99			\$45.00		
6XL	\$39.99			\$45.00		
Jacket LN30						
XS-XL	\$21.99			\$26.00		
XXL	\$23.99			\$26.00		
3XL	\$23.99			\$26.00		
Jacket JT22						
XS-XL	\$36.99			\$45.00		
XXL	\$39.99	30	\$1,199.70	\$45.00	30	\$1,350.00
3XL	\$39.99			\$45.00		
4XL	\$39.99			\$45.00		
5XL	\$39.99			\$45.00		
6XL	\$39.99			\$45.00		
Embroider 1st Name	\$2.95	60	\$177.00	\$5.00	60	\$300.00
Embroider Logo	\$2.95	60	\$177.00	\$5.00	60	\$300.00

\$3,968.90

\$4,646.75

5 Per Person

5 Per Person

Cintas Total \$19,844.50

Michaels Total \$23,233.75

SS 12/21/22

TRITON COLLEGE
DISTRICT #504

SCHEDULE B45.10
VOLUME XLV
January 24, 2023

Summer 2023 Triton College Districtwide Combined Schedule of Classes

The following firms have been invited to submit bids for printing of the Summer 2023 Triton College Districtwide Combined Schedule of Classes. On November 22, 2022 an advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Twenty-nine (29) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:00 p.m. local time, Thursday, December 15, 2022, the bids were publicly opened and read aloud in room A-300 by John McGarry, Purchasing Manager and witnessed by Danielle Stephens, Business Specialist.

COMPANY	NET COST
K. K. Stevens Company 100 North Pearl Street Astoria, IL. 61501	\$48,448.64

It is recommended that the Board of Trustees accept the proposal submitted by K. K. Stevens Publishing Company in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	01-80300520-540200005
A/C Name	Marketing-Printing
Budget	\$ 232,000.00
Prev. Expend	\$ 93,703.65
Schedule	\$ 48,448.64
Balance	\$ 89,847.71

MEMORANDUM

To: Sean Sullivan
From: Sam Tolia
Date: 12/19/22
Re: Bid Results



Two printers submitted a bid for the printing of the Summer 2023 Triton College District wide Combined Schedule. These bids are based on printing 145,000 copies at 68 pages plus cover. The cover prints four-color on 60# Gloss Enamel Text and the body prints one 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:

Indiana Printing and Publishing Company	\$49,742
K.K. Stevens Publishing Company	\$48,448.64

Accepting the bid from K.K. Stevens Publishing Company is recommended.

Summer 2023 Triton College Districtwide Combined Schedule of Classes Bid Tabulation	Bid Opening Thursday, December 15, 2022 at 1:00 pm	
Vendor Name:	KK Stephens Publishing Company	Indiana Printing and Publisng Company
145,000 copies, 68 pages plus cover	\$ 48,448.64	\$ 49,742.00
Additional signatures + 4	\$ 2,012.86	\$ 1,624.00
+ 8	\$ 3,644.95	\$ 3,306.00
+ 16	\$ 6,832.50	\$ 6,612.00
Less signatures - 4	\$ (1,953.05)	\$ 5,521.00
- 8	\$ (2,945.83)	\$ 7,137.00
- 16	\$ (6,146.14)	\$ 10,444.00
Additional M's	\$ 314.20	\$ 341.00
Inserts - Per 1,000	\$ 32.00	\$ 24.00
Delivery	Included	Included
Simplified mailing	Included	Included
Storage	Included	Included
Total Bid:	\$ 48,448.64	\$ 49,742.00

SPECIFICATIONS

Name

Summer 2023 Triton College Districtwide Combined Schedule of Classes

Pages

Please provide quote for 68 pages 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".

Ink

One color throughout (Black); four-color on front, inside front, back, and inside 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. 30, 2023.

Proofs

A PDF of the complete job is to be submitted to Triton College for approval before printing.

First Delivery

2,000 schedules are to be delivered approximately Feb 6, 2023, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

Storage

143,000 schedules need to be stored until March 1, 2023.

Mailing/2nd Delivery

143,000 copies to be prepared for simplified mailing and delivered approximately March 1, 2023, 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 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 John McGarry at (708) 456-0300, Ext. 3467.

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
2801 Lakeside Dr Ste 110
Bannockburn, IL 60015

Creasey Printing Services
1905 Morning Sun Ln
Springfield, IL 62711

Signature Offset
13801 E 33rd Pl, Unit F
Aurora, CO 80011

United Graphics LLC
898 Cambridge Dr
Elk Grove Village, IL 60007

Midstates Inc
4820 Capital Ave NE
Aberdeen, SD 57401

Journal Topics/Wessell Web
622 Graceland Ave
Des Plaines, IL 60016

Blue Island Newspaper Printing, Inc,
262 W 147th St
Harvey, IL 60426

Precise Printing Network
2190 Gladstone Ct Ste A
Glendale Heights, IL 60139

Creekside Printing
1175 Davis Road
Elgin, IL 60123

Breese Publishing
P.O. Box 405
Breese, IL 62230

Regional Publishing Corp
12243 S Harlem
Palos Heights, IL 60463

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

Mignone Communication, Inc.
169 S Jefferson St
Berne, IN 46711

The Viking Printing Group
497 Widgeon Ln
Bloomington, IL 60108

Custom Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

FLC Graphics Inc.
4600 N Olcott Ave
Harwood Heights, IL 60706

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

Indiana Printing
899 Water St
Indiana, PA 15701

K.K Stevens Publishing Co.
100 N Pearl St
Astoria, IL 61501

Data Reproduction Corporation
4545 Glenmeade Lane
Auburn Hills, MI 48326

Topweb
5450 N Northwest Highway
Chicago, IL 60630

EP Graphics
169 Jefferson St
Berne, IN 46711

Envision3
225 Madsen Dr
Bloomington, IL 60108

Cenveo
101 Workman Court
Eureka, MO 63025