



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, March 21, 2023

- I. CALL TO ORDER** March 21, 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 February 21, 2023, No. 10
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
 - A. Board Policy – Second Reading
Student Affairs
5112 Application for Admission

B. Action Exhibits

- 16842 Budget Transfers
- 16843 Facility Fee Waiver: Cook County Clerk's Office
- 16844 Facility Fee Waiver: West 40 (Date Adjustment)
- 16845 Heartland Business Systems – Purchase of Desktop Computers
- 16846 Purchase of ACCUPLACER Units for Placement Testing
- 16847 Agreement with Loyola University Medical Center
- 16848 Agreement with Pace for Commercial Driver's License Permit Training Program
- 16849 Curriculum Recommendations

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

*Administrative Contracts

Garrick Abezetian, Associate Vice President of Athletics & Athletic Activities
Michael Garrity, Associate Vice President of Information Systems
Paul Jensen, Associate Vice President of Academic Innovation & Workforce Education
Joseph Klinger, Associate Vice President of Human Resources
John Lambrecht, Associate Vice President of Facilities
Jeanette Bartley, Dean of Arts & Sciences
Jennifer Davidson, Dean of Business & Technology
Purva DeVol, Assistant Vice President of Institutional Initiatives, Planning & Accreditation
Humberto Espino, Assistant Vice President of Technology & Innovation
Pamela Harmon, Dean of Health Careers & Public Service Programs
Denise Jones, Dean of Retention & Student Engagement
Jacqueline Lynch, Dean of Adult Education
Hilary Meyer, Dean of Academic Success
Bianca Sola-Perkins, Dean of Continuing Education
Kurian Tharakunnel, Executive Director of Research & Institutional Effectiveness
Sam Tolia, Director of Marketing Services
Julia Willis, Dean of Students
Tom Panas, Director of Financial Aid
Ty Perkins, Associate Dean of Health Careers & Public Service Programs
James Reynolds, Executive Director of Finance
Colleen Rockafellow, Executive Director of Business Operations
Katie Rullo, Associate Dean of Continuing Education

Alexandria Terrazas, Associate Dean of Business & Technology
Shelley Tiwari, Director of Faculty Development & Student Success
Brenda Jones Watkins, Special Assistant to the President
Tina Lilly, Director of Business Services
Willie White, Executive Director of Workforce Equity Initiative
Susan Campos, Vice President of Academic Affairs
Jodi Koslow Martin, Vice President of Enrollment Management & Student
Affairs
Sean Sullivan, Vice President of Business Services
Michael Crenshaw, Associate Dean of Arts & Sciences

XIV. COMMUNICATIONS – INFORMATION

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

XV. ADJOURNMENT

*Contracts are posted on the Triton College Board of Trustees Website under Meeting Schedule (<https://www.triton.edu/about/administration/board-of-trustees/>).

CALL TO ORDER/ROLL CALL

Vice Chairwoman Diane Viverito called the regular meeting of the Board of Trustees to order in the Boardroom at 6:04 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Naidelin Alvarez, Mr. Tracy Jennings, Mr. Glover Johnson,
Mrs. Elizabeth Potter, Mr. Rich Regan, Ms. Diane Viverito.

Absent: Ms. Norma Hernandez, Mr. Mark Stephens.

Ms. Viverito announced that Chairman Stephens is under the weather and asked that she chair this meeting.

APPROVAL OF BOARD MINUTES

Mrs. Potter made a motion, seconded by Mr. Johnson, to approve the minutes of the Regular Board Meeting of January 24, 2023. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

Ms. Viverito commented that there is a date change on Action Exhibit 16837 – Correction to Agreement with Mercedes-Benz USA.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Leslie Wester reported that the Student Development Committee is holding a Blood Drive tomorrow from 10 am – 3 pm in B-100.

Mid-Management Association President Dorota Krzykowska reported on Mid-Managers' activities that demonstrate the college's core values. The Mid-Management In-Service will be held on March 17.

Classified Association President Renee Swanberg congratulated the wrestling team on winning the district championship. Classified staff are looking forward to their In-Service on March 16.

STUDENT SENATE REPORT

Student Trustee Naidelin Alvarez commented that last week's Black History Month Food for the Soul event was successful with great food, music, and environment. She reported that TCSA President Whitney Romero and others are working on diversity, equity, inclusivity, and mental health issues with the ICCB Student Advisory Committee.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month and reviewed items pertaining to academics and students and ask for the Board's support of them. She announced that the March meeting has been changed to March 15, 2023.

Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on February 8, reviewed six new business items and one purchasing schedule, 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 shared excerpts from a letter received from community members grateful for the many Triton activities they've attended on campus, including the Holiday Festival of Trees, Car Show, concerts, athletic events, and Cernan Center shows. The letter stated "Triton has provided us with a 'space' close to home where we have felt safe and welcome" as they attended events that "provided fun and memories."

President Moore reported that the Wrestling Team won their first NJCAA District Championship in twenty-five years. All ten wrestlers who competed qualified for the NJCAA National Wrestling Championships which will be held March 3 and 4. The coaches and student athletes will be recognized at the March Board Meeting.

CHAIRMAN'S REPORT

Ms. Viverito encouraged everyone to come out to an athletic event to enjoy Triton's exciting teams. She commented that she attended a *Pack the Place* basketball game recently and had a fun time.

NEW BUSINESS

BOARD POLICY – First Reading
Student Affairs

5112 Application for Admission

Ms. Viverito commented that this is a first reading and will come back to the Board for approval at the next meeting.

ACTION EXHIBITS

- 16834 Budget Transfers**
- 16835 Credit Limit Increase to College Purchasing Cards**
- 16836 Credit Limit Increase to Universal Air Travel Plan Account**
- 16837 Correction to Agreement with Mercedes-Benz USA, LLC**
- 16838 Agreement with Loyola Medicine**
- 16839 Addition and Change of Course Fees for Inclusive Access Program Effective Fall 2023**
- 16840 Destruction of Closed Session Verbatim Recordings**
- 16841 South Carolina College Tour**

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

PURCHASING SCHEDULES

B45.11 Janitorial Supply Bid 2023

Mrs. Potter made a motion to approve the Purchasing Schedule, seconded by Mr. Jennings. Voice vote carried the motion unanimously.

BILLS AND INVOICES

Mr. Johnson made a motion, seconded by Mr. Regan, to pay the Bills and Invoices in the amount of \$1,346,775.40.

Roll Call Vote:

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

Absent: Ms. Hernandez, Mr. Stephens.

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

CLOSED SESSION

The Board determined there was no reason to move to Closed Session.

HUMAN RESOURCES REPORT

1.0 Faculty

Mr. Jennings made a motion, seconded by Mrs. Potter, to approve pages 1 through 3 of the Human Resources Report, items 1.1.01 through 1.5.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Mrs. Potter made a motion, seconded by Mr. Johnson, to approve pages 4 through 8 of the Human Resources Report, items 2.2.01 through 2.6.09. Voice vote carried the motion unanimously.

3.0 Administration

Mr. Regan made a motion, seconded by Mr. Jennings to approved page 9 of the Human Resources Report, items 3.1.01 through 3.3.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Ms. Jennings made a motion, seconded by Mr. Johnson, to approve pages 10 and 11 of the Human Resources Report, items 4.1.01 through 4.5.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Mr. Regan made a motion, seconded by Mr. Johnson, to approve pages 12 and 13 of the Human Resources Report, items 5.1.01 through 5.4.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Mrs. Potter made a motion, seconded by Mr. Johnson, to approve pages 14 through 16 of the Human Resources Report, items 6.1.01 through 6.2.13. Voice vote carried the motion unanimously.

7.0 Other

Mr. Jennings made a motion, seconded by Mr. Johnson to approve pages 17 and 18 of the Human Resources Report, items 7.1.01 through 7.3.08. Voice vote carried the motion unanimously.

ADJOURNMENT

Ms. Viverito asked for a motion to adjourn. Motion was made by Mrs. Potter to adjourn the meeting, seconded by Mr. Jennings. Voice vote carried the motion unanimously. The meeting was adjourned at 6:24 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 March 21, 2023

POLICY SECTION Student Affairs

POLICY NO. 5112


First Reading

Second Reading

TITLE: APPLICATION FOR ADMISSION

PURPOSE: Revisions to Policy 5112 are necessary because it will remove an unnecessary step that becomes a barrier for students to reach completion, is only required in instances for Financial Aid, and offers an opportunity to enhance efficiencies in the Records Office.

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

APPLICATION FOR ADMISSION

POLICY 5112

ADOPTED: 04/23/91

AMENDED: 06/20/95

AMENDED: 08/17/04

AMENDED: 02/15/11

This policy for making application for admission to Triton College is established to accommodate the needs and goals of both degree candidate students and non-degree candidate students.

Degree candidates are those students who intend to earn a degree or certificate at Triton College. A degree candidate must meet the following admission requirements:

1. Submit application for admission to the Office of Admissions or apply online at www.triton.edu.
2. Submit ACT and/or SAT scores (optional).
3. Submit official college transcripts, where applicable.
4. Take Triton College placement tests.
5. Complete new student orientation.

Non-degree candidates are all other students enrolled at Triton College. A non-degree student must meet the following admission requirements:

1. Submit application for admission to the Office of Admission or apply online at www.triton.edu.
2. Submit official high school and college transcript, where applicable.
3. Complete new student orientation.
4. Take Triton College placement tests.

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

Meeting of March 21, 2023

ACTION EXHIBIT NO. 16842

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 2/1/23 to 2/28/23**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
EDUCATION FUND					
1	Music	01-10100525-530900010	Music	01-10100525-540900505	\$ 6,400.00
2	Mathematics	01-10101010-540100110	Mathematics	01-10101010-530400010	20.00
3	Philosophy	01-10102030-550300010	Philosophy	01-10102030-540600010	1,000.00
4	Visual Communications	01-10102555-550100010	Visual Communications	01-10102555-540600010	500.00
5	Early Childhood Ed	01-10103010-540100110	Early Childhood Ed	01-10103010-550100005	100.00
6	Education	01-10103020-550200010	Education	01-10103020-540600010	423.00
7	Auto Technology	01-10300515-540400005	Auto Technology	01-10300515-550200015	500.00
8	Auto Technology	01-10300515-580600005	Auto Technology	01-10300515-540900505	2,850.00
9	Library	01-20100510-540500005	Library	01-20100510-530900010	2,000.00
10	Dean of Arts & Sciences	01-20801010-580600005	Visual Communications	01-10102555-540100210	1,900.00
11	Planning & Accreditation	01-20801050-540100210	Planning & Accreditation	01-20801050-550100005	3,500.00
12	Assessment Services	01-30200505-550300005	Assessment Services	01-30200505-540100110	1,000.00
13	Dean of Retention	01-30200520-550200005	Dean of Retention	01-30200520-540900505	1,000.00
14	Dean of Retention	01-30200520-550300005	Dean of Retention	01-30200520-540900505	1,000.00
15	Assessment	01-30200542-590900000	Assessment	01-30200542-540901005	1,046.00
16	VP Business Affairs	01-80100520-580500010	VP Business Affairs	01-80100520-540100110	1,454.00
TOTAL EDUCATION FUND					\$ 24,693.00

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
AUXILIARY FUND					
17	Cernan Earth & Space Center	05-60900505-530900010	Cernan Earth & Space Center	05-60900505-540900505	\$ 8,350.00
18	Cernan Earth & Space Center	05-60900505-580700005	Cernan Earth & Space Center	05-60900505-540200005	1,500.00
19	Cernan Earth & Space Center	05-60900505-580700005	Cernan Earth & Space Center	05-60900505-550100005	600.00
20	Cernan Earth & Space Center	05-60900505-580700005	Cernan Earth & Space Center	05-60900505-550300005	2,000.00
TOTAL AUXILIARY FUND					\$ 12,450.00

**PROPOSED BUDGET TRANSFERS - FY 2023
FOR THE PERIOD 2/1/23 to 2/28/23**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
RESTRICTED FUND					
21	AES-ADULT ED. STATE	06-10605002-510300010	AES-ADULT ED. STATE	06-10605002-550100005	\$ 1,500.00
22	ECMC YR5	06-30205014-540200005	ECMC YR5	06-30205014-550100005	408.38
23	ECMC YR5	06-30205014-540400010	ECMC YR5	06-30205014-550100005	291.30
24	CNS-RSVP- 4/22 - 3/23	06-40405001-550100005	CNS-RSVP- 4/22 - 3/23	06-40405001-540100110	941.00
25	State Retired Volunteer	06-40405005-510200010	State Retired Volunteer	06-40405005-530900010	1,100.00
26	State Retired Volunteer	06-40405005-550100005	State Retired Volunteer	06-40405005-530900010	4,000.00
TOTAL RESTRICTED FUND					\$ 8,240.68
TOTAL PROPOSED BUDGET TRANSFERS					\$ 45,383.68

Budget Transfer Form

Dollar Amount

\$20.00

From what Budget Account

01 - 10101010 - 540100110

Object Code Description

Mathematics: Office Supplies

To what Budget Account

01 - 10101010 - 530400010

Mathematics: MAintenance Service

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

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

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

The \$20 required for this transfer will not affect the needs for Office Supplies. The scantron is an office supply.

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

We need to pay an invoice for a service agreement for the scantron. There is \$900 in the account, we need \$920. This is the last bill, the service agreements have been cancelled going forward.

Required Signatures

Requestor

DocuSigned by: Beth A Dunn 2/13/2023

Cost Center Manager

DocuSigned by: Beth A Dunn 2/13/2023

Associate Dean (If Applicable)

DocuSigned by: Derek Salina-Lazarski 2/16/2023

Dean (If Applicable)

DocuSigned by: Jeanette Bartley 2/16/2023

Associate Vice President

DocuSigned by: Paul Jensen 2/16/2023

Area Vice President

DocuSigned by: Susan Campos 2/17/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MP*

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

VP of Business Services: *Sam* 2/17/23

Entered by: B6544 DS 2/20/23

Budget Transfer Form

Dollar Amount \$1000

From what Budget Account 01 10102030 550300010 Object Code Description Philosophy: Prof Dev-Travel-Out-Of State

To what Budget Account 01 10102030 540600010 Object Code Description Philosophy: Prof Dev-Publications & Dues

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

Grant Accountant? _____ Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 These funds were originally allocated for out-of-state travel but faculty are not planning to use the funds for out-of-state travel.

Explain specifically why additional funds are needed in the receiving account:
 Instead of out-of-state travel, faculty are requesting to use their professional development funds to purchase various publications, and these funds are needed to cover those costs.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Eugene Muhammad</u>	2/17/2023
Cost Center Manager	<small>DocuSigned by:</small> <u>[Signature]</u>	2/17/2023
Associate Dean (If Applicable)	<small>DocuSigned by:</small> <u>Derek Salinas-Lazariski</u>	2/21/2023
Dean (If Applicable)	<small>DocuSigned by:</small> <u>Janette Bartley</u>	2/21/2023
Associate Vice President	<small>DocuSigned by:</small> <u>Susan Campos</u>	2/21/2023
Area Vice President	<small>DocuSigned by:</small> <u>Sean Sullivan</u>	2/21/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

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

VP of Business Services: [Signature] 2/22/23

Entered By: BLOSS6 DS 2/22/23

Budget Transfer Form

Dollar Amount

\$500.00

From what Budget Account

01 - 10102555 - 550100010

Object Code Description

Visual Communications : Meeting Expense-Prof

To what Budget Account

01 - 10102555 - 540600010

Prof Dev-Publications & Dues

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

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

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

VIC will not be using the funds allocated to meeting expense - prof dev because the money allocated to the meeting expense budget line will cover the costs for the advisory board meeting in May. The funds are more useful being transferred to prof dev-publications and dues.

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

The transferred money will go toward membership subscriptions for AIGA -American Institute of Graphic Arts, PPA - Professional Photographers of America and NAEa-National Art Education Association. These memberships have valuable resources for VIC.

Required Signatures

Requestor

DocuSigned by: Jill LoBianco-Bartalis 2/23/2023

Cost Center Manager

DocuSigned by: Jill LoBianco-Bartalis 2/23/2023

Associate Dean (If Applicable)

DocuSigned by: Deek Salinas-Lazariski 2/23/2023

Dean (If Applicable)

DocuSigned by: Jeanette Bartley 2/23/2023

Associate Vice President

DocuSigned by: Paul Jensen 2/23/2023

Area Vice President

DocuSigned by: Susan Campos 2/23/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

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

Entered by: BLS62 DS 2/24/23

VP of Business Services: [Signature] 2/24/23

Budget Transfer Form

Dollar Amount

\$100.00

From what Budget Account

01 - 10103010 - 540100110

Object Code Description

ECE - Office Supplies

To what Budget Account

01 - 10103010 - 550100005

ECE - Meeting Expenses

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

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
The Education Department currently has adequate office supplies.

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

The Education department has some upcoming meetings that will require funds and the current amount is not adequate.

Required Signatures

Requestor

DocuSigned by:
Zelda Frisette 2/27/2023

Cost Center Manager

DocuSigned by:
Ally Miller 2/27/2023

Associate Dean (If Applicable)

DocuSigned by: _____ 2/27/2023

Dean (If Applicable)

DocuSigned by:
Jeanette Bartley 2/27/2023

Associate Vice President

DocuSigned by:
Paul Jensen 2/27/2023

Area Vice President

DocuSigned by:
Susan Campos 2/27/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 2/28/23

Entered by: B6572 DS 2/28/23

Budget Transfer Form

Dollar Amount ~~\$422,440~~ 423.00

From what Budget Account 01 - 10103020 - 550200010 Object Code Description Prof Dev - Travel In-State

To what Budget Account 01 - 10103020 - 540600010 Prof Dev-Publications & Dues

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

Grant Accountant? _____ Include Attachments: Yes [] No [X]

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Funds allocated for Travel will not be used in entirety based on the workshops planned for faculty to attend.

Explain specifically why additional funds are needed in the receiving account:
 Funds are needed for subscriptions and membership dues for Professional Development.

Required Signatures

Requestor DocuSigned by: Zelde Fredette 1/30/2023

Cost Center Manager DocuSigned by: Angela Stanton 1/30/2023

Associate Dean (If Applicable) _____

Dean (If Applicable) DocuSigned by: Jeanette Bartley 2/16/2023

Associate Vice President DocuSigned by: Paul Jensen 2/16/2023

Area Vice President DocuSigned by: Susan Campos 2/17/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: _____ 2/17/23

Entered by: B6545 DS 2/20/23

Budget Transfer Form

Dollar Amount \$500.00

From what Budget Account 01 10300515 540400005 Object Code Description Auto Technology: Computer Software

To what Budget Account 01 10300515 550200015 Auto Tech: Mileage Reimbursement - Clinical

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

Grant Accountant? _____ Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 There are enough funds in Auto Technology - Computer Software to cover the rest of the fiscal year.

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

This is a new budget line for Automotive. The funds will be transferred into Automotive Technology - Mileage Reimbursement - Clinical, 01-10300515-550200015 for the full-time Automotive faculty's travel to visit the dealerships that the students are working at.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Sandy Poremba</u> <small>907650760745467</small>	<u>2/20/2023</u>
Cost Center Manager	<small>DocuSigned by:</small> <u>Kenneth Davis</u> <small>60891872202570</small>	<u>2/20/2023</u>
Associate Dean (If Applicable)	<small>DocuSigned by:</small> <u>Alexandria Terrazas</u> <small>33FF09902951424</small>	<u>2/20/2023</u>
Dean (If Applicable)	<small>DocuSigned by:</small> <u>Jennifer Davidson</u> <small>1EE740263016702</small>	<u>2/21/2023</u>
Associate Vice President	<small>DocuSigned by:</small> <u>Paul Jensen</u> <small>81521068019740E</small>	<u>2/24/2023</u>
Area Vice President	<small>DocuSigned by:</small> <u>Susan Campos</u> <small>F033A251F6647495</small>	<u>2/24/2023</u>

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 2/24/23

Entered by: B6568 DS 2/24/23

Budget Transfer Form

Dollar Amount

\$2850.00

From what Budget Account

01 - 10300515 - 580600005

Object Code Description

AUT Tech - Equipment - Instructional >5K

To what Budget Account

01 - 10300515 - 540900505

AUT Tech - Other Materials & 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:

Funds were originally allocated in AUT Tech Equipment-Instructional >5K, however the balance is currently too low to purchase any AUT Tech-Equipment-Instructional >5K.

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

Additional funds are needed in AUT Tech - Other Materials and Supplies to be in compliance with OSHA, EPA, ASE and the Fire Marshall for the ASE re-certification coming up.

Required Signatures

Requestor

DocuSigned by: Sandy Poremba 2/15/2023

Cost Center Manager

DocuSigned by: Kenneth Davis 2/15/2023

Associate Dean (If Applicable)

DocuSigned by: Alexandria Terrazas 2/15/2023

Dean (If Applicable)

DocuSigned by: Jennifer Davidson 2/15/2023

Associate Vice President

DocuSigned by: Paul Jensen 2/15/2023

Area Vice President

DocuSigned by: Dr. Susan Campos 2/16/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: MP

Exec. Dir. of Bus. Operations: MR

VP of Business Services: SR 2/16/23

Entered by: B6543 DS 2/16/23

Budget Transfer Form

Dollar Amount

\$2000.00

From what Budget Account

01 - 20100510 - 540500005

Object Code Description

Library : Books And Binding Costs

To what Budget Account

01 - 20100510 - 530900010

Library : 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:
Less funds are needed in the books and binding account.

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

More funds are needed in the other contractual services account to purchase resources already committed to.

Required Signatures

Requestor

DocuSigned by: Amy Pine 2/16/2023

Cost Center Manager

DocuSigned by: Dubravka Juraga 2/16/2023

Associate Dean (If Applicable)

DocuSigned by: _____ 2/16/2023

Dean (If Applicable)

DocuSigned by: Hilary Meyer 2/16/2023

Associate Vice President

DocuSigned by: Julia Willis 2/16/2023

Area Vice President

DocuSigned by: Jodi Koslow Martin 2/17/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 2/20/23

Entered by: B6547 DS 2/20/23

Budget Transfer Form

Dollar Amount

\$1,900.00

From what Budget Account

01 20801010 580600005

Object Code Description

Dean of Arts & Sciences : Equipment - Instruc

To what Budget Account

01 10102555 540100210

Visual Communications : Instructional Supplie

Is this a Grant?

Yes () No (X)

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

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

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

The funds are not needed for instructional equipment in the Arts and Sciences Dean's office.

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

The funds are needed to cover the cost of 4 cartridges for printer in the VIC department for student portfolio printing.

Required Signatures

Requestor

DocuSigned by: Delisha Fletcher 1/31/2023

Cost Center Manager

DocuSigned by: Jill LoBianco-Bartalis 2/1/2023

Associate Dean (If Applicable)

DocuSigned by: Derek Salinas-Lazaruski 2/1/2023

Dean (If Applicable)

DocuSigned by: Janette Bartley 2/1/2023

Associate Vice President

DocuSigned by: Paul Jensen 2/1/2023

Area Vice President

DocuSigned by: Susan Campos 2/1/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 2/2/23

Entered by: B6530 DS 2/2/23

Budget Transfer Form

Dollar Amount \$3,500

From what Budget Account 01 - 20801050 - 540100210 Object Code Description Instructional Supplies

To what Budget Account 01 - 20801050 - 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:
All instructional supplies were procured this month. Remaining funds are needed for meeting expenses.

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

Funds are needed to pay for catering costs for the Triton College Youth Leadership Conference, February 24, 2023.

Required Signatures

Requestor Sandra Hernandez 2/21/2023

Cost Center Manager Purna Devi 2/21/2023

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Purna Devi 2/21/2023

Area Vice President Susan Campos 2/21/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: RC

VP of Business Services: _____

Entered by: BlaSSS DS 2/22/23

Budget Transfer Form

Dollar Amount 1000

From what Budget Account 01 30200505 550300005 Object Code Description Travel-Out of State

To what Budget Account 01 30200505 540100110 office supplies

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

Grant Accountant? _____ Include Attachments: Yes [] No [X]

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 NO out-of-state travel is planned or anticipated for the remainder of this fiscal year. Any events that may arise would have virtual options available.

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

Additional office supply items (more than originally projected) are needed to restock, maintain, and update workspace areas and office operations, due in part to increases in testing volume and operations over the past two years since 2020's return to campus.

Required Signatures

Requestor Brent Damsy 2/16/2023
DocuSigned by: BRENT DAMSY

Cost Center Manager Brent Damsy 2/16/2023
DocuSigned by: BRENT DAMSY

Associate Dean (if Applicable) _____ 2/16/2023
DocuSigned by:

Dean (if Applicable) Denise Jones 2/16/2023
DocuSigned by: DENISE JONES

Associate Vice President _____ 2/16/2023
DocuSigned by:

Area Vice President Jodi Koslow Martin 2/17/2023
DocuSigned by: JODI KOSLOW MARTIN

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: OR

VP of Business Services: Schuler 2/24/23

Entered by: BLS48 DS 2/20/23

Budget Transfer Form

Dollar Amount \$1000

From what Budget Account 01 30200520 550200005 Object Code Description Dean of Retention : Travel - In State

To what Budget Account 01 30200520 540900505 Dean of Retention: Other Materials & Supplies

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

Grant Accountant? _____ Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Funding is needed in other Materials & Supplies to support funding for New Student Orientation for materials and supplies. Our department is reallocating funds from the In-State Travel account due to need.

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

Funding is needed in other Material & Supplies for the remainder of the academic year to support New Student Orientation materials and supplies.

Required Signatures

Requestor Tatiana King 2/23/2023

Cost Center Manager Denise Jones 2/23/2023

Associate Dean (If Applicable) _____

Dean (If Applicable) Denise Jones 2/23/2023

Associate Vice President [Signature] 2/23/2023

Area Vice President Jodi Koslow Martin 2/24/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 2/24/23

Entered by: B6563 DS 2/24/23

Budget Transfer Form

Dollar Amount

\$1000

From what Budget Account

01 30200520 550300005

Object Code Description

Dean of Retention Travel - Out Of State

To what Budget Account

01 30200520 540900505

Dean of Retention: Other Materials & 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:

Funding is needed in other Materials & Supplies to support funding for New Student Orientation for materials and supplies. Our department is reallocating funds from the out of State Travel account due to need.

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

Funding is needed in other Material & Supplies for the remainder of the academic year to support New Student Orientation materials and supplies

Required Signatures

Requestor

DocuSigned by: Tatiana King 2/23/2023
420583AE090F41A

Cost Center Manager

DocuSigned by: Denise Jones 2/23/2023
F89572543C451BE

Associate Dean (If Applicable)

DocuSigned by: Denise Jones 2/23/2023
F89572543C451BE

Dean (If Applicable)

DocuSigned by: Hilary Meyer 2/23/2023
8C0677E91B1420

Associate Vice President

DocuSigned by: Jodi Koslow Martin 2/24/2023
7F7D9A846AE3FC

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: OR

VP of Business Services: [Signature] 2/24/23

Entered by: BLS/PS 2/24/23


Budget Transfer Form

Dollar Amount: \$1,046.00

From what Budget Account: 01 30200542 590900000 Object Code Description: Other Expenditures

To what Budget Account: 01 30200542 540901005 Computer Equipment <5k

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

Grant Accountant? _____ Include Attachments: Yes (x) No () 

Rationale:
 Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Funds are needed for the technology purchase for curriculum enrichment.

Explain specifically why additional funds are needed in the receiving account:
 Funds were awarded by the Peer Review Panel of the Assessment Committee to be used for a technology purchase for curriculum enrichment.

Required Signatures:

Requestor: DocuSigned by: Calandra Ramirez 2/16/2023

Cost Center Manager: DocuSigned by: Susan Campos 2/17/2023

Associate Dean (If Applicable): _____

Dean (If Applicable): _____

Associate Vice President: DocuSigned by: Paul Jensen 2/17/2023

Area Vice President: DocuSigned by: Susan Campos 2/17/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____ *AM*

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

VP of Business Services: Sun 2/17/23

Entered By: B6546PS 2/20/23

Budget Transfer Form

Dollar Amount

\$1,454.00

From what Budget Account

01 80100520 580500010

Object Code Description

VP Business Affairs:Equipment Computers>5

To what Budget Account

01 80100520 540100110

VP Business Affairs : Office Supplies

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

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

Grant Accountant?

Include Attachments: Yes () No (X)

Rationale:

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

The funds in VP Business Affairs : Equipment - Computers >5K will not be used this Fiscal Year.

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

Funds are needed in VP Business Affairs : Office Supplies to pay for toner for the Vice President's printer.

Required Signatures

Requestor

DocuSigned by: Danielle Stephens 2/17/2023
61468B404704404

Cost Center Manager

DocuSigned by: Jim Reynolds 2/17/2023
8E9609116FD1EB

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by: _____ 2/17/2023

Associate Vice President

DocuSigned by: Colleen Rockafellow 2/17/2023
857C80A4F3124E1

Area Vice President

DocuSigned by: Sean Sullivan 2/20/2023
142220251EC74A1

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 2/20/23

Entered by: BLS49DS 2/20/23

Budget Transfer Form

Dollar Amount

\$8,350.00

From what Budget Account

05 60900505 530900010

Object Code Description

Other Contractual Services

To what Budget Account

05 60900505 540900505

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:

Other contractual services has sufficient funds to cover planned expenditures through the end of FY 23.

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

For purchasing Laser Camp hardware and lesson plans at a cost of \$8,000 from Audio Visual Imagineering. Laser Camp will be a new four-day camp highlighting the science and art of producing laser shows offered to middle school students starting this summer. Laser Camp is expected to be a successful ongoing camp which aligns with our educational mission and can eventually be offered to high school students and even some college courses. Payback is expected within three years.

Required Signatures

Requestor

DocuSigned by: Joyce Edwards-Robertson 2/2/2023

Cost Center Manager

DocuSigned by: Kris McCall 2/2/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Jim Reynolds 2/2/2023

Area Vice President

DocuSigned by: Sean Sullivan 2/2/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: Sen 2/3/23

Entered by: B6532 DS 2/3/23

Budget Transfer Form

Dollar Amount

\$1,500.00

From what Budget Account

05 - 60900505 - 580700005

Object Code Description

Service Equipment >5K

To what Budget Account

05 - 60900505 - 540200005

Printing

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:

Service Equipment >5K will have sufficient funds for Space Center needs through the end of FY 23.

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

For printing and distribution of Cernan Group Program Guide which promotes Space Center programs to schools, summer camps, park districts, senior groups, scouts and other audiences

Required Signatures

Requestor

DocuSigned by: Joyce Edwards-Robertson 2/2/2023

Cost Center Manager

DocuSigned by: Kris McCall 2/2/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Jim Reynolds 2/2/2023

Area Vice President

DocuSigned by: Sean Sullivan 2/2/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

VP of Business Services: Sean 2/3/23

Entered by: BL533DS 2/3/23

Budget Transfer Form

Dollar Amount	<u>\$600.00</u>	
From what Budget Account	<u>05 - 60900505 - 580700005</u>	Object Code Description <u>Service Equipment >5K</u>
To what Budget Account	<u>05 - 60900505 - 550100005</u>	<u>Meeting Expense</u>
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:
Service Equipment >5K will have sufficient funds for Space Center needs through the end of FY 23.

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

Funding for Space Center Director and one Planetarium Educator to attend the National Planetarium Conference (NPC) in Kingsport, TN June 20-24, 2023. All seven US regional associations will be meeting together. As a result, there will not be a GLPA conference in October 2023; usually attended by Cernan staff. NPC will showcase all aspects of planetarium programming, education, and networking with colleagues.

Required Signatures

Requestor	<u>DocuSigned by: Joyce Edwards-Robertson</u>	<u>2/2/2023</u>
Cost Center Manager	<u>DocuSigned by: Kris McCall</u>	<u>2/2/2023</u>
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	<u>DocuSigned by: Jim Reynolds</u>	<u>2/2/2023</u>
Area Vice President	<u>DocuSigned by: Sean Sullivan</u>	<u>2/2/2023</u>

BUSINESS OFFICE APPROVALS

Grant Accountant:	_____
Asst. Director of Finance	_____
Exec. Director of Finance:	_____ <i>JK</i>
Exec. Dir. of Bus. Operations:	_____ <i>CR</i>
VP of Business Services:	<u>_____ 2/3/23</u>

Entered by: BL535 DS 2/3/23

Budget Transfer Form

Dollar Amount	<u>\$2,000.00</u>	
From what Budget Account	<u>05 - 60900505 - 580700005</u>	Object Code Description <u>Service Equipment >5K</u>
To what Budget Account	<u>05 - 60900505 - 550300005</u>	<u>Travel - out Of State</u>
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:
Service Equipment >5K will have sufficient funds for Space Center needs through the end of FY 23.

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

Funding for Space Center Director and one Planetarium Educator to attend the National Planetarium Conference (NPC) in Kingsport, TN June 20-24, 2023. All seven US regional associations will be meeting together. As a result, there will not be a GLPA conference in October 2023; usually attended by Cernan staff. NPC will showcase all aspects of planetarium programming, education, and networking with colleagues.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Joyce Edwards-Robertson</u>	<u>2/2/2023</u>
Cost Center Manager	<small>DocuSigned by:</small> <u>Kris McCall</u>	<u>2/2/2023</u>
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	<small>DocuSigned by:</small> <u>Jim Reynolds</u>	<u>2/3/2023</u>
Area Vice President	<small>DocuSigned by:</small> <u>Sean Sullivan</u>	<u>2/3/2023</u>

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 2/6/23

Entered by: BLS36DS 2/6/23

Budget Transfer Form

Dollar Amount

\$1500

From what Budget Account

06 - 10605002 - 510300010

Object Code Description

AES-ADULT ED. STATE : Part-Time Faculty Contr

To what Budget Account

06 - 10605002 - 550100005

AES-ADULT ED. STATE : 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? Susan Zefe1dt

Include Attachments: Yes No

Rationale:

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

Because of teacher shortages, we have underspent on the PT faculty contracts line.

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

Funds are needed to cover meeting expenses for 1) pre-semester professional development workshop and 2) pre-semester faculty meeting.
This is an allowable expense under the AEFLA grants.

Required Signatures

Requestor

DocuSigned by: Tina Fajardo 1/26/2023

Cost Center Manager

DocuSigned by: Jacqueline Lynch 1/26/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 2/3/2023

Area Vice President

DocuSigned by: Susan Campos 2/3/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature] 2/3/2023

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 2/7/23

Entered by: B653725 2/7/23

Budget Transfer Form

Dollar Amount \$408.38

From what Budget Account 06 30205014 540200005 Object Code Description ECMC YR5-Printing

To what Budget Account 06 30205014 550100005 Object Code Description ECMC YR5-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? Susan Zefeldt Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Transferring these funds is allowable per the grant and to zero out printing which is no longer needed

Explain specifically why additional funds are needed in the receiving account:
 These funds are needed to go into the meeting expense to cover activities for students.

Required Signatures

Requestor DocuSigned by: Julia Willis 2/14/2023

Cost Center Manager DocuSigned by: Julia Willis 2/14/2023

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President DocuSigned by: Denise Jones 2/14/2023

Area Vice President DocuSigned by: Jodi Koslow Martin 2/17/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: [Signature]

Exec. Director of Finance: _____

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

VP of Business Services: [Signature] 2/20/23

Entered by: B6551 DS 2/21/23

Budget Transfer Form

Dollar Amount \$291.30

From what Budget Account 06 30205014 540400010 Object Code Description ECMC YR 5-Postage

To what Budget Account 06 30205014 550100005 Object Code Description ECMC YR5-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? Susan ZefeIdt 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 transferring of these funds is allowable in the grant and the Postage Line is no longer needed.

Explain specifically why additional funds are needed in the receiving account:
 These funds will be transferred into the meeting expense line in order to add to the activities for students.

Required Signatures

Requestor DocuSigned by: Julia Willis 2/14/2023
409AA430D035409

Cost Center Manager DocuSigned by: Julia Willis 2/14/2023
409AA430D035409

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President DocuSigned by: Denise Jones 2/14/2023
F0357991374154E

Area Vice President DocuSigned by: Todd Koslow Martin 2/17/2023
7F7D80004E4FC

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: [Signature]

Exec. Director of Finance: _____

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

VP of Business Services: [Signature] 2/20/23

Entered by: B4550 DS 2/20/23

Budget Transfer Form

Dollar Amount

941

From what Budget Account

06 40405001 550100005

Object Code Description

CNS-RSVP-4/22-3/23:Meeting Expense

To what Budget Account

06 40405001 540100110

CNS-RSVP-4/22-3/23:Office Supplies

Is this a Grant?
Yes () No ()

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

Grant Accountant? 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:

There are only two more months left in the AmeriCorps Seniors grant fiscal year and there are no plans to use "Meeting Expense" funds.

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

One of the initiatives sponsored by RSVP (AmeriCorps Seniors) is the Tax Counseling for the Elderly (TCE) program, which helps senior citizens in the area prepare their tax returns. There are two additional sites this year for the program for which we use printers to print copies of the client's returns. This money will be used to purchase ink and other supplies needed for this program.

Required Signatures

Requestor

DocuSigned by: Mario Porco 2/7/2023

Cost Center Manager

DocuSigned by: Mario Porco 2/7/2023

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by: Bianca Sola-Perkins 2/7/2023

Associate Vice President

DocuSigned by: Paul Jensen 2/7/2023

Area Vice President

DocuSigned by: Susan Campos 2/8/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 2/8/23

Asst. Director of Finance _____

Exec. Director of Finance: JK

Exec. Dir. of Bus. Operations: R

VP of Business Services: John 2/8/23

Entered by: B6538 DS 2/8/23

Budget Transfer Form

Dollar Amount \$1,100

From what Budget Account 06 - 40405005 - 510200010 Object Code Description State Retired Volunteer:Profess/Tech PT

To what Budget Account 06 - 40405005 - 530900010 Object Code Description State Retired Volunteer:Other Contractual

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:

When this grant budget was set up, I did not know I would hire a "contractor" instead of a permanent part-time employee. Per the Accounting office, I need to change the line item to reflect a "contractor" rather than part-time staff. A representative from the grantor has approved this transfer.

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

Money will be used to pay a contractor helping with program initiatives. A representative from the grantor has approved this transfer.

Required Signatures

Requestor Mario Porras 2/23/2023
DocuSigned by: 6006409042457

Cost Center Manager Mario Porras 2/23/2023
DocuSigned by: 300E00200042457

Associate Dean (If Applicable) _____

Dean (If Applicable) Bianca Sola-Perkins 2/23/2023
DocuSigned by: 22247200074411

Associate Vice President Paul Jensen 2/27/2023
DocuSigned by: 812C000510774DE

Area Vice President Susan Campos 2/27/2023
DocuSigned by: 7C3A451F8641495

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 2/28/23

Asst. Director of Finance: [Signature]

Exec. Director of Finance: _____

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

VP of Business Services: [Signature] 2/28/23

Entered by: B6574 DS 2/28/23

Budget Transfer Form

Dollar Amount \$4000

From what Budget Account 06 - 40405005 - 550100020 Object Code Description State Retired Volunteer: Meeting Exp-Recogn

To what Budget Account 06 - 40405005 - 530900010 Object Code Description State Retired Volunteer: Other Contractual Se

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 line item that money is to be taken from is volunteer recognition. Within this current grant fiscal year, we already had a volunteer recognition event; therefore, we don't need all of the allocated money in the current fiscal year.

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

Money will be used to pay a contractor helping with program initiatives. A representative from the grantor has approved this transfer.

Required Signatures

Requestor DocuSigned by: Mario Porras 2/23/2023

Cost Center Manager DocuSigned by: Mario Porras 2/23/2023

Associate Dean (If Applicable) _____
 Dean (If Applicable) DocuSigned by: Bianca Sola-Perkins 2/23/2023

Associate Vice President DocuSigned by: Paul Jensen 2/27/2023

Area Vice President DocuSigned by: Susan Campos 2/27/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 2/28/23

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 2/28/23

Entered by: BL573DS 2/28/23

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

Meeting of March 21, 2023

ACTION EXHIBIT NO. 16843

SUBJECT: FACILITY FEE WAIVER: COOK COUNTY CLERK'S OFFICE

RECOMMENDATION: That the Board of Trustees approve an Agreement with the Cook County Clerk's Office to utilize Triton College facilities (R221) for the April 4, 2023, March 19, 2024, November 5, 2024, and April 8, 2025 elections, between 4:00 a.m. and midnight, as a site for the Regional Distribution Center. The County will pay the College \$400 per date for the use of facilities to cover maintenance, setup and cleanup. The total value of the facility fee waiver is estimated at \$3,500 per date.

RATIONALE: Triton College has developed intergovernmental relationships with Cook County and this usage maintains intergovernmental relations and provides services to the local communities. Required I.T. Network Services are contracted individually with a college employee for this date.

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

**Facilities Rental Agreement Between
Triton College
and
Cook County Clerk's Office
69 West Washington Suite 500
Chicago, IL 60602**

Triton College agrees to allow use of its facility: R221

Event: 2023, 2024, and 2025 Elections

Date/Time of Event: 4/4/23, 3/19/24, 11/5/24, and 4/8/25; 4:00 AM – 12:00 AM

Expected attendance: N/A

Fee for the event: \$400 per date (see attached Action Exhibit for details)

Renter further agrees to:

1. ~~Pay a non-refundable deposit of 50% of the total estimated costs at the time the reservation is made (at least 30 calendar days prior to the event — if less than 10 calendar days — cash or cashier's check.), and remit the remaining balance at least 10 calendar days before the event. If the event is cancelled with more than 30 calendar days advance written notice, the above fee shall be refunded. If the event is cancelled with less than 30 calendar days advance written notice, except as provided in Attachment D, the above fee shall not be refunded and shall reflect liquidated damages as the parties agree the real damages would be impossible to determine.~~
2. ~~Pay an additional damage deposit of \$TBD at the time the reservation is made (to be returned if no damage has occurred).~~
3. Provide evidence of insurance naming **Triton College, District No. 504, its affiliates, officers, directors, trustees, volunteers, employees, and students as additional insured with minimum limit of \$2,000,000 per occurrence for bodily injury and property damage, and \$5,000,000 in the aggregate.** The insurance coverage must show additional insured status to Triton College on a primary and non-contributory basis. The actual endorsement to the policy naming Triton as additional insured (or a "blanket additional insured" endorsement) must be attached to the Certificate of Insurance.
4. Familiarize itself and abide by College regulations and including those pertaining to the Triton College campus and the area rented, as identified in Attachment B and Attachment C of the Rental Application (if applicable). Renter has already agreed to these regulations in the Terms & Conditions of the Rental Application.
5. Hold Triton College harmless for any loss, injury or damages arising from applicant's use of the rented facilities.
6. Adhere to current CDC Recommendations and State/County/College Guidelines in case of pandemic/emergency (see Attachment D of the Rental Application). Renter has already agreed to these regulations in the Terms & Conditions of the Rental Application.
7. Triton College does not provide I.T. support for outside organization. Required I.T. Network Services must be contracted individually with an approved college employee for these dates.

Sean Sullivan
Triton College

(Date)

Matthew Fruth
Cook County Clerk's Office

(Date)

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

Meeting of March 21, 2023

ACTION EXHIBIT NO. 16844

SUBJECT: FACILITY FEE WAIVER: WEST 40 (DATE ADJUSTMENT)

RECOMMENDATION: That the Board of Trustees approve a fee waiver request from the West 40 Intermediate Service Center for the use of the Performing Arts Center and Room R221 (\$4,000), as well as fees associated with maintenance and audiovisual needs (\$630) on March 28, 2023 (alternate date March 29, 2023) from 4:00 p.m. to 10:00 p.m. to host the 13th Regional ISC Scripps Spelling Bee Championship. The total value of the proposed facility waiver is \$4,630.

RATIONALE: This request was previously approved by the Board of Trustees on November 15, 2022 (AE 16810), but with an incorrect date. It should have listed 2023 as the year, not 2022. This action exhibit supports our partnership with the West 40 Intermediate Service Center and in-district grade schools, while promoting support of the Triton College community.

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

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

Meeting of March 21, 2023

ACTION EXHIBIT NO. 16845

SUBJECT: HEARTLAND BUSINESS SYSTEMS – PURCHASE OF DESKTOP COMPUTERS

RECOMMENDATION: That the Board of Trustees approve the purchase of two (2) HP Elite SFF 800 G9 and nineteen (19) HP ProDesk 600 G6 desktop computers from Heartland Business Systems for the total cost of \$17,854.52.

RATIONALE: This equipment will be added to the classrooms and will be used for the annual technology refresh. It will address the replacement of equipment that is the most out of date and in the highest need of replacement. Heartland Business Systems is the designated governmental and educational desktop computer vendor for Triton College. Purchases of data processing equipment and software are exempt from bidding by state statute.

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

HP Elite SFF 800 G9 x 2

Quote #299947 v1



Prepared For:

Triton Community College District 504

Christopher Hordorwich
2000 Fifth Avenue
River Grove, IL 60171

P: (708) 779-4601

E: chrishordorwich@triton.edu

Prepared By:

Chicago Illinois Office

Mauri Spampinato
5400 Patton Drive Suite 4B
Lisle, IL 60532

P: (630) 452-7382

E: mspampinato@hbs.net

Date Issued:

02.28.2023

Expires:

03.27.2023

HP Elite SFF 800 G9		Price	Qty	Ext. Price
4g087av	800 G9 SFF	\$899.76	2	\$1,799.52
4G087AV	HP Elite SFF 800 G9 260W RCTO BU DT PC		2	
6ME13AV	ENERGY STAR Certified		2	
4G0H3AV	OST Win 11 Home 64 PLS		2	
4YH35AV#ABA	OS Localization U.S. - English localization		2	
4G093AV	Intel Core i5-12500 6C 3.00G 65W		2	
4G0K2AV	16GB (2x8GB) DDR5 4800 UDIMM Mem		2	
4G0N5AV	512GB PCIe NVMe TLC SSD		2	
4E6E5AV#ABA	HP USB 320K KB		2	
4G0F7AV	HP LSR WRD 128 Mouse		2	
4R103AV	No Front Opt Port		2	
4G0C3AV	HDMI Port v2		2	
4G0G5AV	DVDWR ODD		2	
4G0V2AV#ABA	HP 800 G9 SFF CKIT		2	
4G0V4AV#ABA	C13 1.83m stkr CNVTL DT PWRCORD		2	
4E6B7AV#ABA	1/1/1 SFF Warranty		2	
4G0F1AV	Single Unit SFF Packaging		2	
4G0A0AV	Electronic TCO Certified labeling		2	
4G0E5AV	Intel Core i5 vProEnt Alder Lake Label		2	
4G0L4AV	SLIM ODD BAY SATA Cable Kit		2	
6E5H8AV	1/1/1 SFF LBL US		2	
U6578E	e-Care Pack Next Business Day Hardware Support Extended service agreement - parts and labor - 3 years - on-site - 9x5 - NBD		2	
Subtotal				\$1,799.52

Non-Returnable/Non-Refundable Language

HPI Note:

Customer understands that all orders for HP Inc. are final when accepted by HP Inc.. No cancellations, returns, exchanges or refunds are

allowed.

Quote Summary	Amount
HP Elite SFF 800 G9	\$1,799.52
Total:	\$1,799.52

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. QT.2022.v1.0

Acceptance	
Chicago Illinois Office	Triton Community College District 504
Mauri Spampinato	
_____ Signature / Name	_____ Signature / Name Sean Sullivan, VP of Business Services Initials
02/28/2023	
_____ Date	_____ Date

HP Prodesk 600 G6 MT (550W) x 19

Quote #299785 v1



Prepared For:

Triton Community College District 504

Christopher Hordorwich
2000 Fifth Avenue
River Grove, IL 60171

P: (708) 779-4601

E: chrishordorwich@triton.edu

Prepared By:

Chicago Illinois Office

Mauri Spampinato
5400 Patton Drive Suite 4B
Lisle, IL 60532

P: (630) 452-7382

E: mspampinato@hbs.net

Date Issued:

02.27.2023

Expires:

03.23.2023

600 G6 MT - 550W CTOs		Price	Qty	Ext. Price
9cf30av	HP ProDesk 600 G6 MT	\$845.00	19	\$16,055.00
9CF30AV	HP ProDesk 600 G6 MT PC		19	
6ME13AV	ENERGY STAR Certified		19	
9CF34AV	HP ProDesk MT 92 550W Chassis		19	
571Q3AV	OST Win 11 Home 64 PLS		19	
4YH35AV#ABA	OS Localization U.S. - English localization		19	
9CF41AV	Intel Core i5-10500 3.1GHz 6C 65W		19	
9CG67AV	16GB (2x8GB) DDR4 2666 DIMM		19	
9CG96AV	512GB M.2 2280 PCIe NVMe TLC SSD		19	
9CV58AV#ABA	HP KBDWD USB		19	
9CH02AV	USB 1000dpi Laser WRD		19	
5MU96AV	No Intel vPro		19	
9CF79AV	HDMI Port v2		19	
9CG32AV	9.5 DVDWR		19	
9CV63AV#ABA	HP 600 G6 MT CKIT		19	
9CH10AV#ABA	3/3/3 MT Warranty		19	
9CG18AV	Single Unit (MT) Packaging		19	
192J5AV	Electronic TCO Certified labeling		19	
158Y6AV	Intel CML Core i5 Label		19	
18Q65AV	SLIM ODD BAY SATA Cable Kit		19	
Subtotal				\$16,055.00

Non-Returnable/Non-Refundable Language

HPI Note:

Customer understands that all orders for HP Inc. are final when accepted by HP Inc.. No cancellations, returns, exchanges or refunds are allowed.

Quote Summary	Amount
600 G6 MT - 550W CTOs	\$16,055.00
Total:	\$16,055.00

This quote may not include applicable sales tax, shipping, handling and/or delivery charges. Final applicable sales tax, shipping, handling and/or delivery charges are calculated and applied at invoice. The above prices are for hardware/software only, and do not include delivery, setup or installation by Heartland ("HBS") unless otherwise noted. Installation by HBS is available at our regular hourly rates, or pursuant to a prepaid HBSFlex Agreement. This configuration is presented for convenience only. HBS is not responsible for typographical or other errors/omissions regarding prices or other information. Prices and configurations are subject to change without notice. HBS may modify or cancel this quote if the pricing is impacted by a tariff. A 15% restocking fee will be charged on any returned part. Customer is responsible for all costs associated with return of product and a \$25.00 processing fee. No returns are accepted by HBS without prior written approval. This quote expressly limits acceptance to the terms of this quote, and HBS disclaims any additional terms. By providing your "E-Signature," you acknowledge that your electronic signature is the legal equivalent of your manual signature, and you warrant that you have express authority to execute this agreement and legally bind your organization to this proposal and all attached documents. Any purchase that the customer makes from HBS is governed by HBS' Standard Terms and Conditions ("ST&Cs") located at <http://www.hbs.net/standard-terms-and-conditions>, which are incorporated herein by reference. The ST&Cs are subject to change. When a new order is placed, the ST&Cs on the above-stated website at that time shall apply. If customer has signed HBS' ST&Cs version 2018.v2.0 or later, or the parties have executed a current master services agreement, the signed agreement shall supersede the version on the website. Certain purchases also require customer to be bound by end user terms and conditions. A list of end user terms and conditions related to various manufacturers and vendors is set forth at <https://www.hbs.net/End-User-Agreements>. Any purchase that customer makes is also governed by the applicable end user terms and conditions, which are incorporated herein by reference. If customer has questions about whether end user terms and conditions apply to a purchase, customer shall contact HBS. Any order(s) that exceeds the credit limit assigned by HBS shall require upfront payment from customer in an amount determined by HBS. HBS shall make this determination at the time of the order, unless customer has previously submitted the required onboarding paperwork. In such event, HBS shall make this determination at the time of quoting. QT.2022.v1.0

Acceptance

Chicago Illinois Office

Triton Community College District 504

Mauri Spampinato

Signature / Name

02/27/2023

Date

Signature / Name Sean Sullivan, VP of Business Services Initials

Date

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

Meeting of March 21, 2023

ACTION EXHIBIT NO. 16846

SUBJECT: PURCHASE OF ACCUPLACER UNITS FOR PLACEMENT TESTING

RECOMMENDATION: That the Board of Trustees approve the purchase of up to 22,000 additional ACCUPLACER units for placement testing for new and continuing students. The ACCUPLACER units will be purchased at a cost of \$1.95 per unit. The total cost for FY2023 will not exceed \$42,900.

RATIONALE: The ACCUPLACER placement exam, developed by the College Board is used to assess new and continuing students for placement into English and Mathematics courses, as well as those courses with related prerequisites. As an electronic online assessment, ACCUPLACER is exempt from the limits of the state bidding statute as it is a computer software. The College Board is the sole source for this assessment tool. As of 2/17/23, Triton has purchased \$23,400 in ACCUPLACER units (12,000 units @ \$1.95 per unit). The purchase of additional units will allow us to continue to offer and administer the placement test for a variety of programs and purposes, including placement test requirements and retest opportunities for new and returning students, dual credit, bridge programs, and the Local 399 FET program.

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, District 504
Board of Trustees**

Meeting of March 21, 2023

ACTION EXHIBIT NO. 16847

SUBJECT: AGREEMENT WITH LOYOLA UNIVERSITY MEDICAL CENTER

RECOMMENDATION: That the Board of Trustees approve an Agreement with Loyola University Medical Center. This Agreement shall commence April 1, 2023 and shall remain in effect for a term of three years expiring on May 31, 2026. At the end of the Term, the parties may, by mutual written agreement, agree to extend this Agreement for a period of no more than one (1) year. During the Term of the Agreement, it may be terminated with or without cause by either party on thirty (30) days prior written notice. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the educational experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth. There is no cost to the College associated with this Agreement.

RATIONALE: This Agreement will enable students in Triton College's Diagnostic Medical Sonography, Vascular Technology in Sonography, Radiologic Technology, Surgical Technology, Sterile Processing, Ophthalmic Technician, Certified Medical Assistant, and Respiratory Care programs to participate in clinical education experiences at Loyola University Medical Center.

Submitted to Board by: _____


Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

EDUCATION AFFILIATION AGREEMENT

This Education Affiliation Agreement ("Agreement") is entered into by and between **Loyola University Medical Center**, an Illinois non-profit corporation ("Organization"), and **Community College District 504, commonly known as Triton College**, an Illinois Community College ("School"), on April 1, 2023 (Effective Date).

WHEREAS, School offers a course of education which requires that enrolled students in the programs identified in Exhibit A receive clinical educational experience as part of their professional preparation;

WHEREAS, Organization has an interest in, and resources for, providing an educational experience consistent with the School's requirements; and

WHEREAS, School wishes to affiliate with Organization for the purpose of allowing qualified students to obtain such educational experience.

NOW, THEREFORE, the parties agree as follows:

I. SCHOOL DUTIES

- A. Education Experience. School shall determine which students, and the number of students who, will participate in each educational experience rotation at Organization pursuant to this Agreement (each, a "Student", and, collectively, the "Students"), which determination shall be subject to approval by Organization. The School shall plan and administer the educational requirements to satisfy the requirements of all applicable laws, regulations and licensing or supervising agencies.
- B. Student Records and Family Education Rights and Privacy Act ("FERPA"). School shall maintain all educational records and reports relating to Student's clinical training at Organization. School shall comply with the requirements of FERPA and shall have direct control over Student records for purposes of FERPA. Since Organization is not an "educational agency or institution" nor does it receive funding from the Secretary of Education of the United States of America, the School is solely responsible for FERPA compliance. School is responsible for all record keeping related to any required documentation of Organization's access to student records and/or School's disclosure of personally identifiable information from student records to Organization or to other third parties without the eligible Student's written consent.
- C. Supervision. School shall be responsible to supervise or arrange for the supervision of all Students in accordance with pertinent laws and regulations, which supervision may or may not be on site. All student observations and/or educational experience at Organization shall be subject to the approval of the Organization. However, Organization shall at all times maintain the ultimate control and responsibility regarding all patient care.
- D. Training. School shall screen its Students for training, background, basic skills, professional

ethics, attitude, behavior and experience and shall recommend for placement in the Organization education experience program only those Students who meet the requirements for participation established by the School and the Organization.

- E. Policies. School shall inform Students of the requirement to comply with the policies, procedures, laws, standards, bylaws and rules and regulations of Organization and its affiliates at all times, provided Organization shall be responsible for making available Organization-specific policies, standards, bylaws, rules and regulations.
- F. OSHA Training. All School employees involved in the educational experience with Organization and Students shall document appropriate training concerning applicable OSHA requirements, including without limitation, blood borne pathogens.
- G. Health Certification of Students and Faculty Who Are Present at Organization. Each participating faculty member and student will be asked to sign Exhibit B and submit the completed form to Organization prior to the student or faculty starting any education experience with Organization. Organization may request that students provide proof of required vaccinations. Such Health Certificate requires attestation that Organization has viewed proof that student has received the following vaccinations:
 - 1. Tuberculin skin test (must be completed not more than one (1) year prior to start date); the Tuberculin Assessment Form must be completed if previous Tuberculin test was positive;
 - 2. MMR:
 - a) If born before January 1, 1957, documentation of measles, mumps and rubella titers showing immunity. If non-immune, two MMR vaccinations;
 - b) If born on or after January 1, 1957, documentation of two MMR vaccinations;
 - 3. Attestation of having had the chicken pox or varicella titer as showing immunity;
 - 4. Hepatitis B vaccination or proof of immunity to Hepatitis B, (or written refusal of Hepatitis B vaccination signed by the student that expressly holds the Organization harmless for any Hepatitis B exposure or infection that may result from the Student's education experience at Organization) and/or such other immunization and health-related testing as may be required by the applicable state level health department or the Occupation Health and Safety Administration for each student assigned to Organization, as these requirements may change from time to time; for purposes of this Agreement, a student shall be considered to be vaccinated against Hepatitis B if he or she has received at least one (1) injection of the vaccine and is in the process of completing the required services of three injections;
 - 5. Flu vaccine for the season of the rotation;

6. COVID-19 Vaccine: Evidence that the student(s) (and School staff that come to Organization's facilities) is fully vaccinated (as defined by Organization's policies) against COVID-19 for the season of the rotation.

If students or faculty have a religious or medical exemption to any of the above vaccinations, school is required to note that School shall inform Organization of such exemption. School shall inform Students and Faculty that proof of vaccination or exemption may be requested by Organization at any time while Student and/or Faculty are present in Organization facilities and that such proof must be immediately presented to Organization upon request.

- H. Confidentiality. School will advise all Students assigned to Organization regarding the confidentiality of patient/client records and patient/client information imparted during the training experience. School will also advise all Students that the confidentiality requirements survive the expiration or earlier termination of this Agreement.
- I. Notification. School shall notify the Organization at least thirty (30) days prior to the date it desires to establish an educational experience for the Students. Such notification shall include the names, addresses and other information required in this Section I and the requirements of the Students' educational experience at Organization. After opportunity to review each Student's academic and experience record and other information provided by School, Students participation in the education experience at Organization shall be subject to final approval of Organization.
- J. Control of Academic Program. School shall have complete control over all academic aspects of the educational experience program, including but not limited to, admissions, administration, faculty appointments, program design, grading, examinations, evaluations, determination of academic credit, and discipline.
- K. Participation Agreement. School shall require and ensure that each Student selected to participate in the educational experience at Organization signs the "Student Participation Agreement" attached hereto and incorporated herein as Exhibit A. School will provide signed Exhibit A forms for each student and will provide to Organization prior to the student arriving for an educational experience.
- L. Personal Protective Equipment ("PPE"). School will advise each Student and Faculty that they will be required to wear appropriate PPE which is approved by Organization. Use of PPE will be in accordance with Organization guidance, such guidance adheres to CDC and state requirements.

II. ORGANIZATION DUTIES

- A. Professional Experience. Organization shall provide Students with supervised educational experience appropriate for up to such number of Students and educational experience contact hours per semester as agreed upon by the parties. Each Student's educational experiences shall be outlined in the form of attached hereto as Exhibit B. Organization shall provide the appropriate use of its facilities by Students enrolled in the School or otherwise provided by the School.
- B. Participation. During educational experiences, Students shall be permitted to

participate in professional services at the Organization's facilities under the supervision of the appropriate professional staff of the Organization and the School. The scope of the Students' participation will be determined by the applicable Organization policies and to the extent permitted by law and at discretion of Organization staff. Organization shall maintain sole responsibility for all patient care.

- C. Emergency. In the event of an emergency, or when required, Organization shall have the right to temporarily relieve or remove a Student from a specific assignment.
- D. Student Removal. Organization, in its sole discretion, may immediately remove from its premises, and suspend or terminate the participation of, any Student in any education experience governed by this Agreement if Organization determines that the Student failed to observe applicable policies, procedures, rules, regulations or the instruction of Organization supervisors. Organization will immediately notify School of any such removal, suspension or termination.
- E. Laws. Organization shall comply with all applicable laws and regulations, including federal and state non-discrimination obligations in the process of selecting students for participation in the program.
- F. Background Check. Organization shall perform a criminal background check on each Student where required by applicable law. Such criminal background check may include fingerprinting pursuant to the laws of the state where Organization is located. Any felony conviction within the previous five (5) years, and certain other convictions regardless of the length of time since conviction, may preclude a student from being accepted. Other situations will be considered on a case-by- case basis, taking into account risks to patients, employees, and the organization.
- G. Non-Teaching Patients. No provision of this Agreement shall prevent any patient from requesting not to be a teaching patient or prevent any member of the Organization medical staff from designating any patient as a non-teaching patient.
- H. Right of Refusal. No provision of this Agreement shall prevent Organization from refusing to accept any student who has previously been discharged for cause as an employee of Organization, who has been removed from or relieved of responsibilities for cause by Organization, or who would not be eligible to be employed by Organization. Organization shall notify School in writing of its refusal to accept a student and the basis for the refusal; School shall not thereafter submit such student for clinical experience at Organization. Each Organization shall retain the right to decline the assignment of students from School at any time for operational reasons.
- I. Patient Care. Organization shall maintain responsibility for patient care.
- J. Facilities. Organization shall provide reasonable access to conference room space and dining facilities for Students and faculty as necessary. Organization shall supply, to the best of its ability, to Students and faculty, emergency medical care or, if advisable, a prompt referral to the nearest appropriate medical facility in any emergency requiring medical attention. Any costs associated with such medical care shall be the sole responsibility of the student or faculty, as appropriate and School

shall advise Students of this responsibility.

- K. Student Information. To the extent Organization receives or accesses personal information about Students, Organization will keep such information confidential, only use such information as contemplated by this Agreement and protect such information in the same manner in which it protects Organization employee information.

III. MUTUAL DUTIES

- A. Student Assignment. The School and Organization shall mutually agree upon assignment of Students to particular Organization facilities.
- B. Non-discrimination. No Student shall, on the grounds of race, color, sex, creed, age, or national origin be excluded from participation in, be denied the benefits of, or be subject to discrimination under any provision of this Agreement, including in the selection of participating students. Regarding any position for which a Student is qualified, neither Organization nor School shall discriminate against any Student because of physical or mental disability. Each party agrees to treat qualified disabled students without discrimination based upon their physical or mental disability in all educational activities associated with this Agreement, and to afford such individuals reasonable accommodations at the expense of the School.
- C. Liaison and Supervision Requirements. Each party will appoint a liaison to serve as a communication link between the parties. Each party will provide qualified and competent individuals in adequate number for the instruction and/or supervision of Students.

IV. RELATIONSHIP OF THE PARTIES

- A. Legal Status of Students. It is understood and agreed that the Students are enrolled in a professional education program offered by the School. The Students shall not be deemed or considered to be employees or agents of Organization for any purpose and shall remain at all times students of the School. Students will not be entitled to receive any compensation or benefits from Organization, including, but not limited to, health care insurance, vacation or sick time or any other benefit of employment, directly or indirectly.
- B. Independent Contractor Status. It is mutually understood and agreed that Organization and School are, and shall be at all times, performing as independent contractors of each other. Nothing in this Agreement is intended or shall be deemed or construed to create an agency, employer/employee, partnership, franchise, or fiduciary relationship between Organization and School and any relationship between parties is nothing other than that of educational affiliates. Neither party shall have the right to bind the other to any contractual or other obligation.

Organization's employees will not be entitled to receive any compensation or benefits from School, including, but not limited to, health care insurance, accrual of tenure, worker's compensation insurance, vacation or sick time or any other benefit of employment, directly or indirectly.

V. TERM AND TERMINATION

- A. Term and Extension Period. This Agreement shall commence on April 1, 2023 (“Effective Date”) and shall remain in effect until May 31, 2026 (“Expiration Date”). This is the "Term". At the end of the Term, the parties may, by mutual written agreement, agree to extend this Agreement for a period of no more than one (1) year. This is the "Extension Period".
- B. Termination by Either Party. During the Term of the Agreement, it may be terminated with or without cause by either party on thirty (30) days prior written notice. Notwithstanding any such termination, all Students already enrolled in and participating in an educational experience pursuant to this Agreement at the time of the notice of termination shall be given a period of time not to exceed the shorter of i) the end of the semester or ii) six (6) months from the date of the notice of termination during which to complete the current course in their educational experience at Organization, during which time the terms of this Agreement shall continue to govern the balance of such Students' education experiences.
- C. Termination for Breach. In the event that either party gives notice to the other party that the other party has materially breached any obligation under this Agreement and such breach has not been cured within fifteen (15) days following the giving of such notice, the party giving such notice will have the right to terminate this Agreement immediately.
- D. Legal Opinion. If Organization obtains a written opinion of legal counsel stating that, in the event of an audit or investigation, this Agreement is likely to be challenged by any governmental agency as illegal or improper or resulting in fines, penalties or exclusion from the Medicare or Medicaid program, loss of tax-exempt status or its ability to obtain tax-exempt financing, Organization may terminate this Agreement by providing written notice to School. Within ten (10) days of such notice, the parties shall meet and confer to discuss mutually acceptable means of restructuring the relationship to eliminate the legal concern. In the event that the parties are unable to reach agreement on new terms within twenty (20) days of their meeting, this Agreement shall automatically terminate.
- E. Force Majeure. If either party is unable to perform its duties under this Agreement due to strikes, lock outs, labor disputes, governmental restrictions, fire or other casualty, emergency, closure of a facility or department or any other cause beyond the reasonable control of the party, such non-performing party shall be excused of performance and shall not be in breach of this Agreement, for a period equal to any such prevention, delay or stoppage. Notwithstanding this provision, a party may terminate this Agreement immediately upon written notice if such events continue for thirty (30) days or longer.

VI. CONFIDENTIALITY AND PROPRIETARY INFORMATION

- A. During the term of this Agreement and in perpetuity thereafter, regardless of the reason for the termination of this Agreement, School and/or Students shall hold all data and information, in any form, which is confidential and proprietary to Organization or its affiliates used or encountered during the term of this Agreement ("Proprietary Information") in confidence and shall not discuss, communicate or disclose to others, or make any copy or use of the Proprietary Information without first obtaining the written consent of Organization, unless required by law.

- B. Patient Identification. The identity of a patient, the nature of procedures or services provided to patients and information included in the patient's medical records shall be confidential and shall not be disclosed by the School or Students other than for use in direct patient care unless authorized in writing by Organization or as may be required by law. Without limiting the foregoing, the School agrees to comply with all applicable federal and state confidentiality laws including, without limitation, the Health Insurance Portability and Accountability Act of 1996, as amended, and its related regulations ("HIPAA").
- C. Records. Organization shall have custody and control of all medical records and charts in patient files. Neither the School nor the Student may remove or copy such records except with written permission of Organization.
- D. Studies and Research. School and/or Student shall submit to Organization for review and approval all reports, projects, theses, and publications based upon studies and research (including subject recruitment) arising out of or directly related to the cooperative education experience prior to release. Approval of the Organization shall not be unreasonably withheld.
- E. Ownership of Work. School acknowledges that Organization intends that any and all work product created or developed by Students in the performance of their educational experience under this Agreement shall be the sole and exclusive property of Organization. School hereby agrees it claims no intellectual property right of any kind and further irrevocably conveys, transfers, and assigns to Organization all right, title and interest in and to, including all intellectual property rights in and to, such work product, whether or not such work product is deemed a "work made for hire" under the Copyright Act. School irrevocably waives any and all claims School may now or hereafter have in any jurisdiction to so called "moral rights" with respect to the work product and shall provide to Organization all assistance reasonably required to perfect Organization's and its affiliate's rights in the work product hereunder. Notwithstanding the foregoing, Student and School may use work product created or developed in the performance of an educational experience under this Agreement for the sole purpose of satisfying or administering School course requirements or otherwise as permitted by Section VI(D) above and for no other purpose.

VII. INDEMNIFICATION AND INSURANCE

- A. Indemnification. Unless otherwise prohibited by law (in which case neither party assumes any costs, expenses or liabilities of the other party nor waives any defenses available to it), each party shall indemnify, defend and hold harmless the other party, including, but not limited to, their trustees, officers, employees, directors and agents (collectively, the "Indemnified Party"), from and against all liability, claims, losses, damages and expenses, including reasonable legal fees and expenses, arising solely from their acts and omissions in the performance of their duties and obligations under this Agreement. In such an event, the Indemnified Party shall have the option either of providing its own defense for which Indemnifying Party shall promptly pay the Indemnified Party its reasonable cost and expenses or the Indemnified Party may tender the defense to the Indemnifying Party, which shall assume it.

School, as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or

Illinois law, rule or regulation.

- B. Notification. Each party shall notify the other within ten (10) days of receipt of any lawsuits, claims or notices of intent to file a lawsuit based in any manner on the services provided under this Agreement.
- C. Professional Liability Insurance. The School shall not assign any Students or instructors to Organization until the instructors and Students can demonstrate professional liability insurance coverage with policy limits of not less than \$1,000,000 per claim/occurrence and \$3,000,000 aggregate per year. If School is legally prohibited from procuring insurance and participates in an applicable state sponsored insurance or tort claims program, then the terms of such state sponsored program shall apply in lieu of the terms herein pertaining to professional liability insurance policies.
- D. General Liability Insurance. School shall not assign any Students or instructors to Organization until the School obtains general liability insurance coverage with policy limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate per year, adding the Organization as an additional insured with respect to this Agreement.

Organization shall not assign any staff or employees to work with Students until the Organization obtains general liability insurance coverage with policy limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate per year, adding the School as an additional insured with respect to this Agreement. Such policy shall cover Hospital's operations at all sites where services are performed,

- E. Workers Compensation Insurance. School shall not assign any instructors to Organization until the School can demonstrate workers compensation insurance in amounts required in accordance with applicable laws within the state where the educational experience is being performed.

Organization shall not assign any instructors to work with School until the Organization can demonstrate workers compensation insurance in amounts required in accordance with applicable laws within the state where the educational experience is being performed.

- F. Extended Reporting Period Coverage ("tail"). In the event that any of the insurance coverages referenced above are written on a claims-made basis, then such policy or policies shall be maintained during the Term of this Agreement and for a period of not less than three (3) years following the termination or expiration of this Agreement or, extended reporting period coverage ("tail") is required.
- G. Student Health Insurance. School will inform student that it is the responsibility of each student participating in the education experience at Organization to have health insurance to cover emergency health care for illnesses or injuries resulting from the student's field experience at Organization. It shall be the responsibility of the student to provide payment or adequate health insurance coverage for such emergency care and any subsequent care. Organization may require each Student to provide proof of insurance prior to beginning the education experience with Organization and upon request thereafter.

- H. Proof of Insurance. Attached to this Agreement as an Exhibit is a copy of each Party's certificates of insurance required under this section. Each Party shall provide updated certificates of insurance annually and upon request, to maintain compliance with the terms of this Agreement. Said certificates of insurance shall not be materially amended or cancelled without thirty (30) days prior written notice.

VIII. MISCELLANEOUS

- A. Governing Law. The laws of the state where the services are to be performed govern this Agreement.
- B. Venue.
- C. Amendment. An amendment of this Agreement is not effective unless it is in writing and signed by the authorized agents of each of the parties.
- D. Waiver. Waiver of any provision(s) of this Agreement is not effective unless the waiver is in writing and signed by the authorized agents of the party against whom enforcement of the waiver is sought. Failure to enforce any provision does not constitute a waiver.
- E. Reformation. The provisions of this Agreement will be deemed severable and if any part of any provision is determined to be unenforceable, the provision may be changed to the extent reasonably necessary to make the provision, as so changed, enforceable.
- F. Severability. If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement will not in any way be affected or impaired, but will remain binding in accordance with their terms.
- G. Headings. The descriptive headings of the Sections of this Agreement are inserted for convenience only and shall not control or affect the meaning or construction of any provision.
- H. Notices. Notice shall be given in writing and shall be effective upon depositing the notice in first-class mail or certified mail, return receipt requested, to Organization or School at the addresses below or upon actual receipt by the other party. Facsimile notices shall be delivered during the receiving party's normal business hours and shall be effective only if the sending party maintains written confirmation of facsimile receipt. Either party may change the address to which notices are to be sent by notice given in accordance with the provisions of this Section.

Organization: Loyola University Medical Center
2160 S. First Avenue
Maywood, IL 60153
Attn: President

Copy to: Loyola Medicine
One Westbrook Corporate Center
Suite 840
Westchester, IL 60154
Attn: Senior Vice President General Counsel

School: Triton College
2000 Fifth Avenue
River Grove, IL 60171
Attention: Dean of Health Careers and Public Service Programs

Copy to: Kuser & Raucci Chartered
30 North LaSalle Street
Suite 2121
Chicago, IL 60602

- I. Enforceability. This Agreement is intended for the benefit of the parties only. There are no other intended third-party beneficiaries.
- J. Presumption. There is no presumption for or against either party as a result of such party being the principal drafter of this Agreement.
- K. Authorized Agent. This Agreement is executed by an authorized representative of School in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
- L. Non Discrimination and Sexual Harassment. Neither party shall discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each party certifies that it is an equal opportunity employer and that it maintains a written sexual harassment policy and Drug Free Workplace in conformance with applicable law.

Entire Agreement. This Agreement, including all Exhibits referenced herein, constitutes the entire agreement between the parties concerning the subject matter herein. This Agreement supersedes all prior and concurrent negotiations, agreements and understandings between the parties, whether oral or in writing, concerning the subject matter hereof.

- M. Assignment. This Agreement may not be assigned, except by Organization to a parent, subsidiary, successor, or affiliated entity, without the written consent of the parties. Subject to the foregoing limitation upon assignment, this Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties.

ORGANIZATION

SCHOOL

By: _____

By: _____

Name: Margaret Norton-Rosko

Name: Mark R. Stephens

Title: Regional Chief Nursing Officer

Title: Chairman, Board of Trustees

Date: _____

Date: _____

EXHIBIT A

CLINICAL PROGRAMS

Diagnostic Medical Sonography

Radiologic Technology

Surgical Technology

Ophthalmic Technician

Certified Medical Assistant

Emergency Medical Technician

Sterile Processing

Vascular Technology in Sonography

Respiratory Care

7. I understand and acknowledge _____
(insert school name)

shall have complete control over all academic aspects of the educational program, including but not limited to, admissions, administration, faculty appointments, program design, grading, examinations and evaluations. I hereby voluntarily release Organization and its directors, officers, employees, agents and representative from any and all liability based on such actions.

8. I understand Organization requires that I submit proof of immunizations to my School prior to the start of my educational experience at Organization. I understand also failure to submit such proof or receive a religious or medical exemption as applicable from my School will prohibit me from participating in an educational experience at Organization. Immunizations I must submit proof of receiving include: TB (or negative screening), Mumps, Rubella, Rubeola, Varicella Zoster, Hepatitis B Vaccine, Influenza and COVID-19. I understand that vaccines which are, or may be, seasonal in nature must be current prior to the start of my educational experience.

9. I have reviewed the Patient Rights Information.

10. I have read this Participation Agreement carefully and have had sufficient opportunity to ask questions and any of my questions were answered to my satisfaction before signing it.

Student's Signature

Date

Guardian Signature if Student is a minor

Date

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

Meeting of March 21, 2023

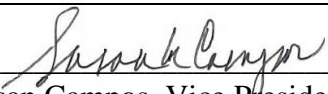
ACTION EXHIBIT NO. 16848

**SUBJECT: AGREEMENT WITH PACE FOR
COMMERCIAL DRIVER'S LICENSE PERMIT TRAINING PROGRAM**

RECOMMENDATION: That the Board of Trustees approve an Agreement with Pace Suburban Bus to offer at least four, 50-hour Commercial Driver's License Permit Training courses at Triton College each academic year. Pace Bus will cover the \$730 tuition fee for each student. The College's expense to run each course is \$2,034 (plus an initial, one-time course development fee of \$575).

RATIONALE: The Commercial Driver's License Permit Training Program, offered through Triton's School of Continuing Education, will provide students with 50 hours of in-classroom instruction which will prepare participants for the CDL Class B Driving Permit Test. After successfully completing the two-week course and passing the permit test, students are eligible to be immediately hired by Pace Suburban Bus as paid employees, where they will continue the behind the wheel training and eventually work as professional Pace drivers. Pace Suburban Bus will recruit and sponsor the participating students. The School of Continuing Education will register and enroll the selected students.

Submitted to Board by:



Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

COMMERCIAL DRIVER'S LICENSE PERMIT TRAINING PROGRAM AGREEMENT

This Commercial Driver's License Permit Training Program Agreement (Agreement) is between Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation ("Pace") and Community College District 504, commonly known as Triton College ("Triton"). Pace and Triton are individually referred to as a party and collectively referred to as parties in this Agreement.

Pace was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 et seq.) to aid and assist public transportation in the six-county northeastern Illinois area.

Triton is an Illinois public community college that provides college level education and adult education to its students pursuant to state and local law.

Pace seeks to work with Triton on a program for students to successfully obtain a Class B commercial driver's license permit from the Illinois Secretary of State.

Now, therefore, in consideration of the mutual promises contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Effective Date.** This Agreement will be in effect beginning on the date the last party signs this Agreement ("Effective Date"). If a party signs this Agreement but fails to date its signature, the date that the other party receives the signing party's signature on this Agreement will be deemed to be the date that the signing party signed this Agreement

2. **Term.** This Agreement will commence on the Effective Date and will remain in effect for a period of three years thereafter, unless earlier terminated by a party in accordance with terms of this Agreement.

3. **Termination.** A party may terminate this Agreement for any or no reason and without any liability to the other party upon 30 days advance written notice to the other party. Notwithstanding any such termination, any student placed in training prior to such termination will be allowed to complete their Commercial Driver's License Permit training.

4. **Independent Relationship.** Each party is an independent contractor and not an employee, agent, joint venture, or partner of the other party, and nothing in this Agreement will be construed as creating any other relationship between Pace and Triton, or between any employee or agent of Pace and Triton. Each party is solely responsible for all aspects of their employment, including, without limitation, compensation, benefits, payment or withholding of taxes, Social Security, Medicare, unemployment or other insurance, and workers' compensation.

5. **Training.** Under the commercial driver's license permit training program (the "Program"), Triton will train students to obtain a Class "B" commercial driver's license permit within two weeks of their entering the Program.

Training will take place at 2000 5th Avenue, River Grove, Illinois from 9:00AM to 3:00PM, Mondays through Fridays or as otherwise determined by Triton in its reasonable discretion. This Program is a three-credit hour (45 contact hours) program in the Triton School of Continuing Education.

6. **Training Costs.** To remove financial barriers for students to actively pursue and complete the Program, Pace will pay Triton \$730.00 per person upon each students' completion of the Program. The \$730.00 per person training cost includes tuition, training, books, fees, and all other expenses associated with the Program. The total cost to Pace pursuant to this Agreement must not exceed \$219,000.00.

7. **Invoicing.** Triton shall submit each invoice to Pace, via email to accounts.payable@pacebus.com, or via U.S. mail to 550 W. Algonquin Road, Arlington Heights, IL 60005 Attention: Accounts Payable; or via facsimile to (847) 228-3593 no later than the 18th day of the month following the month in which the Program was completed. Payment by Pace will be made to Triton within 30 days of receipt of an invoice.

8. **Curriculum.** Triton will initially develop the core course curriculum for the Program and provide it to Pace for review. Thereafter the parties will work together to review, assess, discuss, and implement any necessary changes to the core course curriculum.

9. **Students.** The parties will work together to review, discuss, and develop criteria for the selection of students for the Program. Students will not be considered employees of Pace at any time during their participation in the Program.

10. **Access.** Triton shall provide Pace staff access to the Program as requested by Pace.

11. **Labor Agreements.** Pace has existing contractual obligations with labor unions representing current Pace employees and Triton will not interfere with those obligations and will not require anything that may violate Pace's contractual obligations or collective bargaining agreements.

Triton has existing contractual obligations with labor unions representing current Triton employees and instructors and Pace will not interfere with those obligations and will not require anything that may violate Triton's contractual obligations or collective bargaining agreements.

12. **No Guarantee of Hire.** Successful completion of the Program does not guarantee the hire of any student by Pace. Students will be subject to Pace's regular hiring criteria and processes.

13. **Secretary of State Permit Fee.** Pace shall issue a check made payable to the Illinois Secretary of State in the amount of \$50.00 to cover the permit fee charged by the Illinois Secretary of State for each student that successfully completes the Program.

14. **Marketing and Advertising.** Each party may use the other party's name and logo solely for purposes of promoting, marketing, and/or advertising the Program. Other than as provided herein, each party agrees that they will not use the name, image, logo, or likeness ("marks") of the other party in any other way without the prior written approval of the other party. Marks will always remain the exclusive property of each respective party. Nothing herein will be deemed to grant any license or rights under any intellectual property or other proprietary rights. All rights not granted herein are expressly reserved.

15. **Indemnification.** To the fullest extent permitted by law, and except for the negligent acts and/or omissions of the other party, each party to this Agreement agrees to indemnify, defend, and hold harmless the other party, its trustees, directors, administrators, officers, agents, employees, successors, assigns and all other persons, firms and corporations acting on their behalf or with their authority, from and against any and all injuries, liabilities, losses, damages, costs, payments and expenses of every kind and nature (including, without limitation, court costs and attorneys' fees) for claims, demands, actions, suits, proceedings, judgments, settlements arising out of or in any way relating to or occurring in connection with the activities permitted under the terms and provisions of this Agreement. Each party agrees to notify the other party, in writing within a reasonable amount of time of any claim of which becomes aware which may fall within this indemnity provision.

16. **Insurance.** For the duration of the Agreement:

- (a) Triton, at its cost and expense, shall obtain and maintain commercial general liability insurance and/or self-insurance in an amount no less than \$2,000,000 for any one occurrence. Upon Effective Date, at Pace's written request, Triton will provide Pace with a certificate of insurance naming Pace as additional insured on Triton's commercial general liability policy.
- (b) Pace, at its cost and expense, shall obtain and maintain commercial general liability insurance and/or self-insurance in an amount no less than \$2,000,000 for any one occurrence. Upon Effective Date, at Triton's written request, Pace will provide Triton with a certificate of insurance naming Triton as additional insured on Pace's commercial general liability policy.

17. **Compliance with Laws.** The parties shall comply with all local, state, and federal laws, statutes, ordinances, rules, and regulations applicable to this Agreement, including but not limited to section 2-105(A)(4) of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)).

18. **Headings.** The headings contained in this Agreement are for reference and convenience only and shall not affect the meaning or interpretation of this Agreement.

19. **Waiver.** Failure of a party to exercise any right or pursue any remedy under this Agreement shall not constitute a waiver of that right or remedy.

20. **Binding Effect.** This Agreement shall be binding upon the parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.

21. **Entire Agreement.** This Agreement, including the introductory recitals and any attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the parties and supersedes any prior written or oral understandings, agreements, or representations between the parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, or interpretations, which are not expressly addressed in this Agreement, shall be implied or impressed upon this Agreement.

22. **Conflict.** In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to this Agreement, the terms and conditions of this Agreement shall control.

23. **Survival.** Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement will be deemed to survive termination or expiration of this Agreement.

24. **Severability.** If any provision of this Agreement is held invalid or unenforceable by an Illinois court of competent jurisdiction, such provision will be deemed severed from this Agreement and the remaining provisions of this Agreement will remain in full force and effect.

25. **Assignment.** No party can assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other party.

26. **Amendment.** No changes, amendments, or modifications to this Agreement shall be valid unless in writing and signed by the duly authorized signatory of each party.

27. **Notice.** Any notice under this Agreement must be in writing and must be given in the following manner:

- (a) by personal delivery (deemed effective as of the date and time of delivery);
or
- (b) by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company); or
- (c) by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the second business day following deposit of the notice in the U.S. mail).

Business days are defined as Monday through Friday, excluding federal holidays. Business hours are defined as 8:00 a.m. to 5:00 p.m. Central Time on Monday through Friday, excluding federal holidays. The notice shall be addressed as follows or addressed to such other address as either party may from time to time specify in writing to the other party:

If to Pace:

Pace, the Suburban Bus Division of the RTA
550 W. Algonquin Road
Arlington Heights, IL 60005
Attention: Executive Director

If to Triton:

Triton College
2000 5th Avenue
River Grove, IL 60171
Attention: Laura Fisher
Email: laurafisher@triton.edu
Phone: (708) 456-0300 ext. 3768

28. **Governing Law, Jurisdiction, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the parties shall submit to the exclusive jurisdiction and venue of the state courts of Cook County, Illinois for any dispute arising out of or related to this Agreement.

29. **Counterparts.** This Agreement may be executed in counterparts, each of which when so executed and delivered will be deemed to be an original and all of which when taken together will constitute one and the same agreement.

30. **Signature.** A signature to this Agreement that is scanned and transmitted electronically will be deemed an original signature for purposes of this Agreement.

31. **Authorization.** The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the party for whom they sign, in their official capacities only.

[SIGNATURE PAGE FOLLOWS]

The parties have caused this Agreement to be executed by their respective duly authorized signatory on the dates below.

**PACE, THE SUBURBAN BUS
DIVISION OF THE REGIONAL
TRANSPORTATION AUTHORITY**

TRITON COLLEGE

By: _____

By: _____

Print Name: Melinda J. Metzger

Print Name: Mark R. Stephens

Title: Executive Director

Title: Board Chairman

Date: _____

Date: _____

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

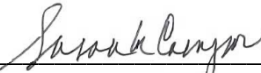
Meeting of March 21, 2023

ACTION EXHIBIT NO. 16849

SUBJECT: CURRICULUM RECOMMENDATIONS

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

RATIONALE: This recommendation was approved by the College Curriculum Committee on February 2, 2023, and approved by the Academic Senate on February 14, 2023.

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

Board Officers' Signatures Required:

Mark R. Stephens Board Chairman	Tracy Jennings Secretary	Date
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Related forms requiring Board signature: Yes No

**College Curriculum Committee Summary
February 2, 2023**

for

**Academic Senate, February 14, 2023
Board of Trustees, March 21, 2023**

PROGRAMS

MINOR PROGRAM REVISION(S)

- C217D Radiologic Technology (AAS)
 - RAS 260 moved from semester 4 to 3; RAS 253 moved from semester 5 to 4; revised program description
 - *Effective 5/21/2023*

Exterior Landscape Maintenance – 2023


5 firms submitted bids for the Exterior Landscape Maintenance 2023 Services. 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, Tuesday, February 7, 2023, the bids were publicly opened and read aloud in room A-308 by John Lambrecht, O & M, and witnessed by Rebecca Hernandez, James Pechacek, and Steve Mazurek, O & M, and representatives from Sebert Landscape, Beary Landscape Management, Diaz Group, Ground Pros, Mark 1 Landscaping, and Fairway Landscape.

It is recommended that the Board of Trustees accept the proposals submitted by Beary Landscape Management with their low specified bid. These items were competitively bid according to state statutes.

Recommendation along with tabulation is attached.

COMPANY	NET COST
Beary Landscape Management 15001 W. 157 th St. Lockport, IL 60491	\$287,029.00

APPROVED:


Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70300510-530400010
A/C Name	Ground Maintenance

Budget FY24	\$455,000.00	Budget FY25	\$455,000.00
Prev. Expend.	\$0.00	Prev. Expend	\$0.00
Schedule	\$93,154.00	Schedule	\$94,525.00
Balance	\$361,846.00	Balance	\$360,475.00
		Budget FY26	\$455,000.00
		Prev. Expend.	\$0.00
		Schedule	\$99,350.00
		Balance	\$355,650.00

Memorandum

February 10, 2023

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Exterior Landscape – 2023



Operations & Maintenance

Triton College received 5 bids from vendors for the Exterior Landscape Services 2023 Bid.

We have carefully reviewed the bids and found Beary Landscape Management to be the lowest responsible bidder.

In addition, Beary Landscape Management was awarded a previous contract for landscape services at the college and performed very well.

I recommend that the bid be awarded to Beary Landscape Management in the total amount of \$287,029.00 for a 3 year period.

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

John

EXTERIOR LANDSCAPE MAINTENANCE 2023 BID TABULATION

	Beary Landscaping	Ground Pros	Mark 1 Landscaping	HL Landscape	Diaz Group
Bid Security	Bid Bond	Cashiers Check	Cashiers Check	Bid Bond	Bid Bond

2023

Annual Maintenance Cost	\$72,400.00	\$90,000.00	\$143,480.00	\$179,925.00	\$252,580.00
Mulch Spreading 225 CY	\$9,954.00	\$12,375.00	\$42,750.00	\$14,625.00	\$37,125.00
Soil & Seed 12,000 SF	\$10,800.00	\$10,800.00	\$15,600.00	\$18,000.00	\$66,000.00
Mulch Spreading PCY Labor Only	\$44.24	\$55.00	\$190.00	\$65.00	\$165.00
Sod Installation P10SF	\$16.70	\$16.00	\$27.00	\$25.00	\$60.00
Soil & Seed P10SF	\$9.00	\$9.00	\$13.00	\$15.00	\$55.00
Hourly Rate Maintenance Work	\$42.00	\$45.00	\$95.00	\$85.00	\$130.00
Hourly Rate Enhancement Work	\$65.00	\$65.00	\$95.00	\$85.00	\$140.00
2023 Total Cost	\$93,154.00	\$113,175.00	\$201,830.00	\$212,550.00	\$355,705.00

2024

Annual Maintenance Cost	\$72,400.00	\$92,000.00	\$147,784.40	\$185,322.75	\$260,880.00
Mulch Spreading 225 CY	\$10,125.00	\$12,375.00	\$42,750.00	\$15,750.00	\$39,375.00
Soil & Seed 12,000 SF	\$12,000.00	\$10,800.00	\$16,680.00	\$20,400.00	\$78,000.00
Mulch Spreading PCY	\$45.00	\$55.00	\$190.00	\$70.00	\$175.00
Sod Installation P10SF	\$18.00	\$16.00	\$27.00	\$27.00	\$70.00
Soil & Seed P10SF	\$10.00	\$9.00	\$13.90	\$17.00	\$65.00
Hourly Rate Maintenance Work	\$43.00	\$47.00	\$95.00	\$85.00	\$140.00
Hourly Rate Enhancement Work	\$66.00	\$67.00	\$95.00	\$85.00	\$150.00
2024 Total Cost	\$94,525.00	\$115,175.00	\$207,214.40	\$221,472.75	\$378,255.00

2025

Annual Maintenance Cost	\$74,600.00	\$94,000.00	\$152,277.93	\$190,882.45	\$273,000.00
Mulch Spreading 225 CY	\$10,350.00	\$12,375.00	\$42,750.00	\$15,750.00	\$41,625.00
Soil & Seed 12,000 SF	\$14,400.00	\$10,800.00	\$16,680.00	\$20,400.00	\$90,000.00
Mulch Spreading PCY	\$46.00	\$55.00	\$190.00	\$70.00	\$185.00
Sod Installation P10SF	\$18.00	\$16.00	\$27.00	\$27.00	\$80.00
Soil & Seed P10SF	\$12.00	\$9.00	\$13.90	\$17.00	\$75.00
Hourly Rate Maintenance Work	\$44.00	\$49.00	\$95.00	\$85.00	\$150.00
Hourly Rate Enhancement Work	\$68.00	\$69.00	\$95.00	\$85.00	\$160.00
2025 Total Cost	\$99,350.00	\$94,000.00	\$152,277.93	\$190,882.45	\$273,000.00

3 Year Total

	\$287,029.00	\$322,350.00	\$561,322.33	\$624,905.20	\$1,006,960.00
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Summer 2023 Triton College Continuing Ed Guide

The following firms have been invited to submit bids for printing of the Summer 2023 Triton College Continuing Ed Guide. On January 24, 2023 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, Tuesday, February 14, 2023, the bids were publicly opened and read aloud in room A-300 by John McGarry, Purchasing Manager and witnessed by Nancy Schafer, Purchasing Assistant.

COMPANY	NET COST
Breese Publishing Company 8060 Old US Highway 50 Breese, Illinois 62230	\$22,784.00

It is recommended that the Board of Trustees accept the proposal submitted by Breese 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	\$ 175,107.29
Schedule	\$ 22,784.00
Balance	\$ 34,108.71

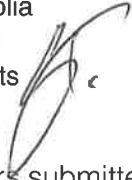
MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 2/15/23

Re: Bid Results



Three printers submitted bids for the printing of the Summer 2023 Triton College Continuing Education Guide. The bid is based on printing 145,000 copies at 48 pages plus cover. The cover prints four-color on 80# gloss text and the body prints one-color on 30# newsprint. Also included in the bid is an electronic proof, saddlestitching, storage and simplified mailing.

The bids are as follows:

KK Stevens Publishing Company	\$30,450.20
Indiana Printing and Publishing Company	\$24,768
Breese Publishing Company	\$22,784

Accepting the bid from Breese Publishing Company is recommended.

Summer 2023 Triton College Continuing Ed Guide	Triton College February 14, 2023 at 1:00 PM Bid Tabulation		
Company Name:	Breese Publishing Company	Indiana Printing and Publishing Company	KK Stevens Publishing Company
145,000 copies, 48 pages plus cover	\$ 22,784.00	\$ 24,768.00	\$ 30,450.20
Additional signatures + 4	\$ 30,090.00	\$ 26,832.00	\$ 3,049.52
+ 8	\$ 28,007.00	\$ 28,896.00	\$ 4,426.67
+ 16	\$ 29,735.00	\$ 33,024.00	\$ 5,989.46
less signatures - 4	\$ 24,971.00	\$ 22,704.00	\$ (315.50)
- 8	\$ 23,122.00	\$ 20,640.00	\$ (1,180.10)
- 16	\$ 19,328.00	\$ 16,512.00	\$ (3,130.73)
Additional M's	\$ 157.13	\$ 222.41	\$ 180.54
Ink: Cover: 4 color (process)		Included	Included
Body: 1 color (Black)		Included	Included
Paper: Cover: 80# Gloss Text		Included	Included
Body: Good quality 30# Newsprint		Included	Included
Bindery		Included	Included
Copy		Included	Included
Proofs		Included	Included
Inserts - Per 1,000	\$ 25.00	\$ 29.00	\$ 32.00
Delivery	Included	Included	Included
Simplified mailing	Included	Included	Included
Total:	\$ 22,784.00	\$ 24,768.00	\$ 30,450.20

SPECIFICATIONS

NAME

Summer 2023 Triton College Continuing Ed Guide

PAGES

48 page plus cover; quote cost of plus or minus four-page signatures.

QUANTITY

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

SIZE

Tabloid format; 8 1/4" x 10 3/4", saddlestitch.

INK

Cover: Four-color (process). Body: One color (Black)

PAPER

Cover: 80# Gloss Text **Body:** Good quality, 30# newsprint

Note: Clearly indicate whether or not cost of paper is included in base price of bld.

BLEEDS

Cover bleeds 4-sides. Body no bleeds.

BINDERY

Saddlestitch.

COPY

All files will be provided electronically (PDFs) approximately April 10, 2023.

PROOFS

At least one complete electronic proof (PDF) of the complete job is to be submitted to Triton College for approval before printing.

DELIVERY

500 schedules are to be delivered approximately April 24, 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

None.

MAILING/2ND DELIVERY

144,500 copies to be prepared for simplified mailing and delivered approximately April 24, 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.

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 can NOT make any exceptions to these requirements.)

PRINTER SHOULD FURNISH TO LORI SILVESTRI AT TRITON COLLEGE, J-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 SamTolia at (708) 456-0300, Ext. 3172.

Mailing List

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

Reindl Printing, Inc.
1251 Yosemite Rd
Oconomowoc, WI 53066

Master Graphics, LLC
1100 S Main Street
Rochelle, IL 61088

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.
4800 N Olcott Ave
Harwood Heights, IL 60708

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

Triton College Districtwide Combined Schedule of Classes – Fall 2023

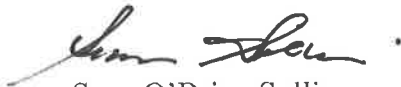
The following firms have been invited to submit bids for printing of the Fall 2023 Districtwide Combined Schedule of Classes. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Twenty-nine (29) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Thursday, February 23, 2023, 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
Breese Publishing Company 8060 Old US Hwy 50 Breese, IL. 62230	\$53,836.00

It is recommended that the Board of Trustees accept the proposal submitted by Breese 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 Fy'24	\$ 232,000.00
Prev. Expend.	.00
Schedule	53,836.00
Balance	178,164.00

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 2/27/23

Re: Bid Results

Four printers submitted a bid for the printing of the Fall 2023 Triton Combined Schedule. These bids are based on printing 145,000 copies at 88 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), saddlestitching, storage and simplified mailing.

The bids are as follows:

Indiana Printing and Publishing Company	\$81,353
K.K. Stevens Publishing	\$59,883.57
Woodward Printing	\$57,381
Breese Publishing	\$53,836

Accepting the bid from Breese Printing is recommended.

Fall 2023 Triton College Districtwide Combined Schedule of Classes		Thursday, February 23, 2023 at 1:30 pm		
Bid Tabulation				
Vendor Name:	Breese Publishing	Woodward Printing	KK Stevens Publishing Company	Indiana Printing and Publishing company
145,000 copies, 88 pages plus cover	\$ 53,836.00	\$ 54,181.00	\$ 59,883.57	\$ 81,353.00
Additional signatures + 4	\$ 58,801.00	\$ 3,762.00	\$ 2,534.05	\$ 83,005.00
+ 8	\$ 56,364.00	\$ 4,977.00	\$ 3,527.14	\$ 84,582.00
+ 16	\$ 62,573.00	\$ 6,662.00	\$ 7,942.50	\$ 95,025.00
Less signatures - 4	\$ 56,283.00	\$ 3,612.00	\$ (106.67)	\$ 79,777.00
- 8	\$ 51,328.00	\$ 4,708.00	\$ (1,575.96)	\$ 78,132.00
- 16	\$ 48,810.00	\$ 5,998.00	\$ (4,568.47)	\$ 74,904.00
Additional M's	\$ 371.28	\$ 374.00	\$ 366.52	\$ 558.13
Inserts - Per 1,000	\$ 25.00	\$ 30.00	\$ 32.00	\$ 29.00
Delivery	Included	\$ 3,200.00	Included	Included
Simplified mailing	Included	Included	Included	Included
Storage	\$ -		Included	Included
Other Charges	\$75/hour		Included	N/A
Total	\$ 53,836.00	\$ 57,381.00	\$ 59,883.57	\$ 81,353.00

SPECIFICATIONS

NAME

Fall 2023 Triton College Districtwide Combined Schedule of Classes

PAGES

Please provide quote for 88 page plus cover;
quote cost of plus or minus four-page signatures.

QUANTITY

145,000 give price for additional M's.

SIZE

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

INK

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 the bid.

BLEEDS

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

BINDERY

Saddlestitch.

TO PRESS

All files will be provided electronically (PDFs) approximately April 21, 2023.

PROOFS

At least one complete electronic proof (PDF) of the complete job is to be submitted to Triton College for approval before printing.

DELIVERY

2,500 schedules are to be delivered approximately May 5, 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

142,500 schedules need to be stored until July 5, 2023.

MAILING/2ND DELIVERY

142,500 copies to be prepared for simplified mailing and delivered approximately July 5, 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 CURRENT SUBSCRIPTION OF USPS CERTIFIED DELIVERY STATISTICS OR COMPARABLE ZIP CODE/CARRIER ROUTE INFORMATION. THAT IS VALID WITHIN 90 DAYS BEFORE THE MAILING DATE. (PLEASE SUBMIT WITH YOUR FINAL BID) THE MAILING IS PREPARED BY THE PRINTER IN ACCORDANCE WITH THE DOMESTIC MAIL MANUAL ELIGIBILITY STANDARDS (343.6.0)

PRINTER SHOULD ALSO REFERENCE DMM (345.6.0 UP TO AND INCLUDING 345.6.10.6) TO BE ASSURED ALL POSTAL REGULATIONS ARE MET. (TRITON COLLEGE CAN NOT MAKE ANY EXCEPTIONS TO THESE REQUIREMENTS.)

PRINTER SHOULD FURNISH TO LORI SILVESTRI AT TRITON COLLEGE, N-100, A COMPLETED, SIGNED RECEIPT OF ALL SCHEDULES DELIVERED, INCLUDING THOSE SENT TO THE POST OFFICE.

IN THE EVENT THAT YOU HAVE ANY QUESTIONS REGARDING THE MAIL PREPARATION, YOU CAN CONTACT LORI ANN SILVESTRI AT LSILVEST@TRITON.EDU 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.
282 W 147th St
Harvey, IL 60426

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

Creekside Printing
1175 Davls Road
Elgin, IL 60123

Breeze Publishing
P.O. Box 405
Breeze, 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 53188

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
Herwood 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
Astorla, 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

East Dome RTU Replacement – Building A

5 firms submitted bids for the East Dome RTU Replacement – Building A 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, February 23, 2023, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and witnessed by Steve Mazurek and James Pechacek, Operations & Maintenance, John McGarry, Purchasing, Jessica Potempa and Gaspare Pitrello, Arcon Associates, Inc., and representatives from F.E. Moran, Inc., Hill Mechanical, Quality Mechanical, and Amber Mechanical.

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
\$218,900.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70900501-580400005
A/C Name	Construction Building Remodeling > 50k
FY24 Budget	\$ 1,100,000.00
Prev. Expend.	\$ 790,950.00
Schedule	\$ 218,900.00
Balance	\$ 90,150.00

Memorandum

February 27, 2023

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: East Dome RTU Replacement – Building A



Operations & Maintenance

Triton College received 5 bids from vendors for the East Dome RTU Replacement – Building A project.

The bids were carefully reviewed, and F.E. Moran, Inc. was found to be the lowest responsible bidder in the Base Bid amount of \$218,900.

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 amount of \$218,900.

I support this recommendation and agree that the bid should be awarded to F.E. Moran, Inc., in the Base Bid amount of \$218,900.

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

John



February 27, 2023

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

RE: **BID RECOMMENDATION
EAST DOME RTU REPLACEMENT – BUILDING A
TRITON COLLEGE
PROJECT NO. 22178**

Dear Mr. Lambrecht:

On Thursday, February 23, 2023, at 2:00 P.M. five (5) sealed bids were publicly opened and read for the East Dome RTU Replacement – Building A project. The low qualified bidder was F.E. Moran, Inc., in the Base Bid amount of \$218,900. 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, Inc. demonstrated an understanding of the scope of work and project timeline. F.E. Moran, Inc. 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 East Dome RTU Replacement – Building A project to the low qualified bidder, F.E. Moran, Inc., in the Base Bid amount of \$218,900.

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, flowing style.

Gaspare P. Pitrello, ALA
Principal

Attachments

WMS/rac
J:\Triton College\22178 Mechanical & HVAC Work @ Building A\1 Docs\Corr\22178L001.docx

Project: EAST DOME RTU REPLACEMENT - BUILDING A
 Owner: Triton College
 Project No.: 22178
 Bid Date/Time: Thursday, February 23, 2023 @ 2:00 P.M.



	CONTRACTOR	BASE BID TOTAL	CONSTRUCTION CONTINGENCY (@10% OF BASE BID)	TOTAL BID INCLUDING CONTINGENCY
1	FE Moran	\$199,000.00	\$19,900.00	\$218,900.00
2	The Hill Group	\$216,902.00	\$21,690.20	\$238,592.20
3	Quality Mechanical, Inc.	\$223,220.00	\$22,322.00	\$245,542.00
4	Amber Mechanical	\$254,000.00	\$25,400.00	\$279,400.00
5	Air Comfort	\$209,786.00	\$20,978.60	\$230,764.60
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