



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, May 16, 2023

- I. CALL TO ORDER** May 16, 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 Organizational Board Meeting of April 25, 2023, No. 12
Minutes of the Regular Board Meeting of April 25, 2023, No. 13
- 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. Action Exhibits
 - 16866 Budget Transfers
 - 16867 Resolution Authorizing Public Hearing on Proposed FY 2024 Budget
 - 16868 Certificate of Completion and Authorization of Final Payment for the Monument Sign Project
 - 16869 Krueger International, Inc. Furniture Purchase

- 16870 Crowe LLP Auditor Engagement Letter – FY 2024-2028
- 16871 Heartland Business Systems – Purchase of Computer Hardware, Software and Peripherals
- 16872 American Digital – Purchase of Network Hardware
- 16873 CDW Government – Purchase of Computer Software and Peripherals
- 16874 Hourly Employee Wage Increase
- 16875 Agreement with Greater Family Health
- 16876 Agreement with La Rabida Children’s Hospital
- 16877 Agreement with Northwest Community Healthcare
- 16878 Library Membership and Database Purchase through NILRC
- 16879 Library Membership and Database Purchase through CARLI
- 16880 Agreement with ReUp Education
- 16881 S.E.E.D. Student Community Employment Experience – One Stop Comics
- 16882 S.E.E.D. Student Community Employment Experience – Good Earth Greenhouse
- 16883 S.E.E.D. Student Community Employment Experience – American House Oak Park
- 16884 S.E.E.D. Student Community Employment Experience – Bean Bar
- 16885 Agreement with Cumulus Media – Digital Advertising
- 16886 Agreement with Cumulus Media – WKQX/Q101 Radio
- 16887 Agreement with Interstate Outdoor Advertising
- 16888 Agreement with Total Traffic and Weather Network
- 16889 Curriculum Recommendations

B. Purchasing Schedules

C. Bills and Invoices

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

E. Human Resources Report

*Administrative Contract

Chrys Albarado, Grants Specialist

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

Chairman Mark Stephens called the organizational meeting of the Board of Trustees to order in the Boardroom at 7:03 p.m. Following the Pledge of Allegiance, roll call was taken.

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

Absent: Mr. Glover Johnson.

Mr. Stephens stated that Mr. Johnson is absent because he is traveling for work.

CITIZEN PARTICIPATION

None.

REORGANIZATION OF THE BOARD

Declaration and Acceptance of Results of the Board of Trustees Election held April 4, 2023

Mr. Stephens stated that the College has received the following Official Certificate of Results from the Cook County Clerk for the office of Trustee of Community College District 504, Triton College, in the April 4, 2023 Consolidated Election.

<u>For 6-year terms:</u>	<u>Votes</u>
Elizabeth A. Potter	24,101
Luke Casson	22,684

Ms. Viverito made a motion, seconded by Mr. Jennings, to accept the Declaration of Results as stated, declaring Elizabeth Potter and Luke Casson as the persons officially elected to the office of Trustee for six (6) year terms to the Board of Trustees of Community College District #504, Triton College, in the April 4, 2023 election.

Roll Call Vote:

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

Absent: Mr. Johnson.

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

Recognition of Exiting Trustee

Mr. Stephens thanked Ms. Hernandez for her service to the students, community, and Board of Trustees of Triton College. He recognized her professionalism and support of the College as Ms. Hernandez moves on to serve in the state legislature. Ms. Hernandez thanked the community for the opportunity to serve and discussed her desire to continue to support the students and the College by being an ally in Springfield.

Oath of Office for Newly Elected/Re-elected Trustees

Attorney Sarie Winner issued the oath of office to Elizabeth Potter and Luke Casson.

Adjournment Sine Die

Ms. Hernandez made a motion, seconded by Ms. Viverito, to adjourn the meeting.

Roll Call Vote:

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

Absent: Mr. Johnson.

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

Chairman Stephens adjourned the meeting at 7:17 p.m.

CALL TO ORDER OF NEW BOARD/ROLL CALL

Chairman Mark Stephens called the new Board of Trustees to order at 7:17 p.m.

Present: Ms. Alvarez, Mr. Casson, Mr. Jennings, Mrs. Potter, Mr. Regan,
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

BOARD OFFICERS

Member to serve as Chairperson of the Board

Ms. Viverito made a motion in nomination of Mark Stephens as Chairman of the Board, seconded by Mr. Jennings. Voice vote carried the motion unanimously.

Member to serve as Vice Chairperson of the Board

Mr. Casson made a motion in nomination of Diane Viverito as Vice Chairwoman of the Board, seconded by Mr. Jennings. Voice vote carried the motion unanimously.

Member to serve as Secretary of the Board

Mrs. Potter made a motion in nomination of Tracy Jennings as Secretary of the Board, seconded by Mr. Regan. Voice vote carried the motion unanimously.

BOARD APPOINTMENTS

Treasurer

Vice President of Business Services Sean Sullivan was appointed Treasurer.

Attorney

Kusper & Raucci Chartered and Franczek P.C. were appointed Attorney.

Auditors

Crowe LLP was appointed Auditors.

Architects

Arcon & Associates was appointed Architects.

Board Representatives to Outside Organizations

The appointment for Board Representative to the Illinois Community College Trustees Association (ICCTA) will be made at a later date. Diane Viverito was appointed Board representative to the American Association of Community Colleges (AACCC).

Board Committee Appointments

Diane Viverito was appointed Chair of the Board Academic Affairs/Student Affairs Committee with Tres Johnson as member. Elizabeth Potter was appointed Chair of the Board Finance/Maintenance & Operations Committee with Tracy Jennings as member. The full Board will serve as the Auditing Committee.

NEW BUSINESS

ACTION EXHIBITS

16580 Regular Board Meeting Dates for Calendar Year 2024

Board meeting dates for 2024 are: January 23, February 20, March 19, April 16, May 21, June 18, July 16, August 27, September 24, October 15, November 19, December 17.

16581 Selection of Student Member of the Board of Trustees

In the TCSA E-Board election on April 4-5, 2023, Naidelin Alvarez was elected as Student Trustee.

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

OATH OF OFFICE FOR STUDENT TRUSTEE

Attorney Sarie Winner issued the oath of office to Naidelin Alvarez.

ADJOURNMENT

Motion was made by Ms. Viverito to adjourn the meeting, seconded by Mr. Casson. Voice vote carried the motion unanimously. The organizational meeting was adjourned at 7:24 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Tracy Jennings
Board Secretary

Susan Page
Susan Page, Recording Secretary

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 7:25 p.m. Following the Pledge of Allegiance, roll call was taken.

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

Absent: Mr. Glover Johnson.

Mr. Stephens stated that Mr. Johnson is absent because he is traveling for work.

CHAIRMAN'S REPORT

Chairman Stephens moved the Chairman's Report to this point on the agenda to comment on a recent newspaper article about community colleges.

APPROVAL OF BOARD MINUTES

Ms. Viverito made a motion, seconded by Mr. Casson, to approve the minutes of the Regular Board Meeting of March 21, 2023. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Leslie Wester congratulated Trustees Potter and Casson on their election. She also congratulated Salvatore Siriano, whose works will be displayed on Friday, and mentioned upcoming events such as the Peter Pan play and Car Show this weekend, the Health & Wellness Fair, LGBTQ event, Behavioral Science Panel, and a discussion of Seth McLellan's last two documentaries in the Library.

Mid-Management Association President Dorota Krzykowska congratulated the elected Trustees as well as the new Career Center Director on a successful job fair this month.

Classified Association President Renee Swanberg congratulated the elected Trustees and reported that Classified are busy with end-of-year events.

Adjunct Association Vice President Patrick Kane congratulated the elected Trustees.

STUDENT SENATE REPORT

TCSA President Whitney Romero reported that this is his last Board meeting as TCSA President, and announced the new TCSA E-Board as: Student Trustee Naidelin Alvarez, TCSA President Journey Manuel, TCSA Vice President Moises Rodriguez, and TCSA Secretary Sammy Ammra. Mr. Romero reported that students are writing letters to state representatives about state funding for mental health services on campus as part of Advocacy

Week. He also discussed tomorrow's Student Success Fest and the TRIUMPH and SURGE induction ceremony on Friday.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month and reviewed four items pertaining to academics and students and asked for the Board's support of them.

Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on April 13, reviewed twelve new business items and three purchasing schedules, and forwarded twelve new business items and two purchasing schedules to the Board with a unanimous recommendation for approval.

ADMINISTRATIVE REPORT

All-American Basketball Player Recognition: AVP of Athletics Garry Abezetian introduced Monraia Wilson, who was selected to the NJCAA Division I Third Team All-American Team in Women's Basketball. She is the first NJCAA All-American representing women's basketball in 29 years. Ms. Wilson finished the season ranked 8th in the nation in steals (98) and 35th in assists (122). She finished her Triton career with 858 total points, which is 8th in school history. Ms. Wilson was applauded and Chairman Stephens thanked her for representing Triton so well.

Brandon Muntu, who was unable to attend this meeting, was recognized as an NJCAA Division I Third Team All-American in Men's Basketball. He becomes the 15th All-American in Triton's men's basketball history. Muntu leaves Triton as the men's basketball career three-point leader with 159 shots made from beyond the arc and finished his Triton career with 714 total points. Mr. Muntu has signed a national letter of intent to attend Western Michigan University in the fall.

Outstanding Faculty and Adjunct Faculty of the Year: VP of Academic Affairs Susan Campos introduced Salvatore Siriano, Outstanding Full-Time Faculty of the Year award winner. Mr. Siriano is in the music department and was recently tenured. He is credited for revising the music curriculum and bringing in-person concerts to campus, as well as virtual performances. Mr. Siriano commented that he is honored to receive this award, and was applauded for his achievements.

Dr. Campos introduced Risé Sanders-Weir, Outstanding Adjunct Faculty of the Year. Ms. Sanders-Weir teaches in the Visual & Performing Arts Department and has made a documentary about GADGET Girls which airs on PBS, and also worked with the Boy Scouts for a film-making badge. Ms. Sanders-Weir was applauded for her accomplishments and expressed how humble she is to receive this award.

PRESIDENT'S REPORT

President Mary-Rita Moore highlighted recent campus events including last week's Retirement & Recognition Ceremony where more than 200 employees were recognized for their service at Triton. Also held last week was the Alumni Wall of Fame Induction

Ceremony which featured inductees' speeches about the impact Triton had on them and how they felt connected and supported.

NEW BUSINESS

ACTION EXHIBITS

- 16852 Budget Transfers**
- 16853 Agreement with Proctorio, Inc.**
- 16854 Heartland Business Systems – Purchase of Laptop Computers & Chargers**
- 16855 Certificate of Final Completion and Authorization of Final Payment for the Buildings A, I, O, & P Entrance Door Card Access Project**
- 16856 Certificate of Final Completion and Authorization of Final Payment for the Campus Wide Touchless Actuator Project**
- 16857 Facility Fee Reduction: PACE Suburban Bus**
- 16858 Purchase Limit Increase for Adsplosure Bus Ads**
- 16859 Disposal of Obsolete Computer Equipment**
- 16860 Agreement with Bright Light Imaging**
- 16861 Agreement with Kindred Hospital Northlake**
- 16862 S.E.E.D. Student Community Employment Experience (Walgreens – Franklin Park)**
- 16863 2023 Federal Transit Administration (FTA) Certifications and Assurances**
- 16864 Curriculum Recommendations**
- 16865 Taping of Board Meetings**

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

PURCHASING SCHEDULES

- B45.18 Board Room & President's Office Carpet Replacement – Building A**
- B45.19 Walk-In Freezer / Cooler Replacement – Building B**

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

BILLS AND INVOICES

Ms. Alvarez made a motion, seconded by Ms. Viverito, to pay the Bills and Invoices in the amount of \$3,683,335.55.

Roll Call Vote:

- Affirmative: Ms. Alvarez, Mr. Jennings, Mrs. Potter, Mr. Regan,
Ms. Viverito, Mr. Stephens.
- Abstention: Mr. Casson.
- Absent: Mr. Johnson.

Motion carried 5-0 with the Student Trustee voting yes and Mr. Casson abstaining.

CLOSED SESSION

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

HUMAN RESOURCES REPORT

1.0 Faculty

Ms. Alvarez made a motion, seconded by Mr. Jennings, to approve pages 1 through 5 of the Human Resources Report, items 1.1.01 through 1.3.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 6 through 8 of the Human Resources Report, items 2.1.01 through 2.6.01. Voice vote carried the motion unanimously.

3.0 Administration

Ms. Viverito made a motion, seconded by Ms. Alvarez, to approved pages 9 and 10 of the Human Resources Report, items 3.1.01 through 3.4.03. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Ms. Alvarez made a motion, seconded by Mr. Regan, to approve pages 11 through 13 of the Human Resources Report, items 4.1.01 through 4.5.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Ms. Alvarez made a motion, seconded by Ms. Viverito, to approve pages 14 through 16 of the Human Resources Report, items 5.1.01 through 5.8.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Ms. Alvarez made a motion, seconded by Mrs. Potter, to approve pages 17 through 20 of the Human Resources Report, items 6.1.01 through 6.3.01. Voice vote carried the motion unanimously.

7.0 Other

Mr. Casson made a motion, seconded by Ms. Alvarez, to approve pages 21 through 23 of the Human Resources Report, items 7.1.01 through 7.3.01. Voice vote carried the motion unanimously.

ADJOURNMENT

With no further business before the Board, Mr. Stephens asked for a motion to adjourn. Motion was made by Ms. Viverito to adjourn the meeting, seconded by Ms. Alvarez. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 8:02 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 May 16, 2023

ACTION EXHIBIT NO. 16866

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 4/1/23 to 4/30/23**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
EDUCATION FUND					
1	Psychology	01-10102040-550300010	Psychology	01-10102040-540600010	\$ 400.00
2	Accounting	01-10200510-540900505	Business	01-10200520-550100005	382.00
3	Business	01-10200520-540600010	Business	01-10200520-550100010	325.00
4	Business	01-10200520-540900505	Business	01-10200520-550100005	401.00
5	Auto Technology	01-10300515-530900010	Auto Technology	01-10300515-550100005	1,000.00
6	Library	01-20100510-540600005	Library	01-20100510-550100010	450.00
7	Library	01-20100510-540600005	Library	01-20100510-550200005	200.00
8	Dean of Arts & Sciences	01-20801010-540900505	Early Childhood Ed	01-10103010-550100005	800.00
9	Admission	01-30100510-530400010	Admission	01-30100510-540900505	1,000.00
10	AVP of Communication & Institu	01-80100535-550100005	Shipping & Receiving	01-80400530-540400010	7,000.00
11	AVP of Communication & Institu	01-80100535-550300005	Shipping & Receiving	01-80400530-540400010	5,000.00
12	Research Projects	01-80700520-540900505	Research Projects	01-80700520-580600005	27,100.00
13	Library	01-20100510-510600005	General Institutional	01-80600525-510900010	9,888.00
14	Dean of Arts & Sciences	01-20801010-510100005	General Institutional	01-80600525-510900010	78,330.00
15	Dean, Health Occupations	01-20801040-510400005	General Institutional	01-80600525-510900010	14,826.00
16	Admission	01-30100510-510200005	General Institutional	01-80600525-510900010	31,248.00
17	Admission	01-30100510-510600005	General Institutional	01-80600525-510900010	5,388.00
18	Records	01-30100511-510200005	General Institutional	01-80600525-510900010	8,928.00
19	Career Services	01-30200510-510200005	General Institutional	01-80600525-510900010	26,782.00
20	Career Services	01-30200510-510200005	General Institutional	01-80600525-510900010	32,526.00
21	Dean of Retention	01-30200520-510200005	General Institutional	01-80600525-510900010	16,263.00
22	Welcome Center	01-30200535-510400005	General Institutional	01-80600525-510900010	26,784.00
23	Retention & Completion	01-30200540-510400005	General Institutional	01-80600525-510900010	49,420.00
24	Financial Aid	01-30400510-510400005	General Institutional	01-80600525-510900010	9,884.00
25	Center Of Business & PD	01-40200510-510100005	General Institutional	01-80600525-510900010	13,392.00
26	Center Of Business & PD	01-40200510-510400005	General Institutional	01-80600525-510900010	4,942.00
27	Center Of Business & PD	01-40200510-510600005	General Institutional	01-80600525-510900010	9,888.00
TOTAL EDUCATION FUND					\$ 382,547.00

**PROPOSED BUDGET TRANSFERS - FY 2023
FOR THE PERIOD 4/1/23 to 4/30/23**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
AUXILIARY FUND					
28	Athletics	05-60400505-540100110	Athletics	05-60400505-550300005	\$ 1,000.00
			TOTAL AUXILIARY FUND		\$ 1,000.00
FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
RESTRICTED FUND					
29	Automotive Tech Grant	06-10300520-530900010	Perkins Business/Technology	06-10205003-540100210	\$ 43.84
30	State Performance Grant	06-10605001-510200005	State Performance Grant	06-10605001-550200005	5,000.00
31	AES-ADULT ED. STATE	06-10605002-510300010	AES-ADULT ED. STATE	06-10605002-540100210	21,000.00
32	AES-ADULT ED. STATE	06-10605002-510300010	AES-ADULT ED. STATE	06-10605002-540901005	155,200.00
			TOTAL RESTRICTED FUND		\$ 181,243.84
			TOTAL PROPOSED BUDGET TRANSFERS		\$ 564,790.84

Budget Transfer Form

Dollar Amount	<u>\$400</u>	
From what Budget Account	<u>01 - 10102040 - 550300010</u>	Object Code Description <u>Prof Dev Out-of-State</u>
To what Budget Account	<u>01 - 10102040 - 540600010</u>	<u>Prof Dev Publications & Dues</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:

The FT faculty would like to use their funds for publications.

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

The FT faculty would like to use their funds for professional publications subscriptions.

Required Signatures:

Requestor	<small>DocuSigned by:</small> <u>Eugene Muhammad</u>	<u>4/26/2023</u>
Cost Center Manager	<small>DocuSigned by:</small> <u>Eugene Muhammad</u>	<u>4/26/2023</u>
Associate Dean (If Applicable)		
Dean (If Applicable)	<small>DocuSigned by:</small> <u>Jeanette Bartley</u>	<u>4/26/2023</u>
Associate Vice President	<small>DocuSigned by:</small> <u>Paul Jensen</u>	<u>4/26/2023</u>
Area Vice President	<small>DocuSigned by:</small> <u>Susan Campos</u>	<u>4/26/2023</u>

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MP*

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

VP of Business Services: Susan 4/27/23

Entered by: B6669 DS4/27/23

Budget Transfer Form

Dollar Amount \$382

From what Budget Account 01 - 10200510 - 540900505 **Object Code Description** Other Materials & Supplies

To what Budget Account 01 - 10200520 - 550100005 Meeting Expense

Is this a Grant? *If you are submitting a grant transfer, the following statement must appear in the Rationale:
 Yes () No (X) "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 funds will be needed in the account in this FY.

Explain specifically why additional funds are needed in the receiving account:
 Funds needed to cover part of the Business Advisory Committee meeting's dinner expense (4/5/23), open House snacks expense (4/19/23), and the upcoming KBD Honor Society induction ceremony snacks expense (May 2023).

Required Signatures

Requestor	DocuSigned by: <i>Joanna Oleksiak</i>	4/13/2023
Cost Center Manager	DocuSigned by: <i>Dr. William Griffin</i>	4/19/2023
Associate Dean (If Applicable)	DocuSigned by: <i>Alexandria Terrazas</i>	4/19/2023
Dean (If Applicable)	DocuSigned by: <i>Dr. Jennifer Davidson</i>	4/19/2023
Associate Vice President	DocuSigned by: <i>Paul Jensen</i>	4/25/2023
Area Vice President	DocuSigned by: <i>Dr. Susan Campos</i>	4/25/2023

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]* 4/25/23

Entered by: B6639 DS 4/26/23

Budget Transfer Form

Dollar Amount \$325

From what Budget Account 01 10200520 540600010 Object Code Description Prof Dev-Publications & Dues

To what Budget Account 01 10200520 550100010 Meeting Expense - Prof Dev

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? Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 No more Publications & Dues will be covered in this fiscal year from Professional Development funds.

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

Funds needed to cover Geoff Hiller's registration fee for the upcoming ACBSP Annual Conference, on June 30th - July 2nd, 2023 in Chicago, IL.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Joanna Oleksiak</u>	<u>3/30/2023</u>
Cost Center Manager	<small>DocuSigned by:</small> <u>Dr. William M. Griffin</u>	<u>3/30/2023</u>
Associate Dean (If Applicable)	<small>DocuSigned by:</small> <u>Alexandria Terrazas</u>	<u>3/30/2023</u>
Dean (If Applicable)	<small>DocuSigned by:</small> <u>Dr. Jennifer Davidson</u>	<u>3/30/2023</u>
Associate Vice President	<small>DocuSigned by:</small> <u>Paul Jensen</u>	<u>4/4/2023</u>
Area Vice President	<small>DocuSigned by:</small> <u>Dr. Susan Campos</u>	<u>4/10/2023</u>

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: Mr

Exec. Dir. of Bus. Operations: OK

VP of Business Services: Su 4/11/23

Entered by: B6612DS 4/11/23

Budget Transfer Form

Dollar Amount ~~XXXXXX~~ 401.00

From what Budget Account 01 - 10200520 - 540900505 **Object Code Description** Other Materials & Supplies

To what Budget Account 01 - 10200520 - 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:

No more purchases will be made from the other materials and supplies account in FY23.

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

Funds needed to cover dinner expense for the Business Advisory Committee meeting that took place on April 5th, 2023.

Required Signatures

Requestor	DocuSigned by: <u>Joanna Okoiah</u>	4/13/2023
Cost Center Manager	DocuSigned by: <u>Dr. William Griffin</u>	4/13/2023
Associate Dean (If Applicable)	DocuSigned by: <u>Alexandria Terrazas</u>	4/19/2023
Dean (If Applicable)	DocuSigned by: <u>Dr. Jennifer Davidson</u>	4/19/2023
Associate Vice President	DocuSigned by: <u>Paul Jensen</u>	4/19/2023
Area Vice President	DocuSigned by: <u>Susan Campos</u>	4/19/2023

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]* 4/24/23

Entered by: Blade 21 DS 4/24/23

Budget Transfer Form

Dollar Amount \$1,000.00

From what Budget Account 01 - 10300515 - 530900010 Object Code Description AUT-Other Contractual Services

To what Budget Account 01 - 10300515 - 550100005 Object Code Description AUT-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:
 No additional funds are needed this fiscal year in AUT Other Contractual Services.

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

Money is needed in the AUT Meeting Expense line for GM ASEP graduation that will be held on May 15, 2023. GM will reimburse Triton college \$65 per student.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Sandy Poremba</u>	3/31/2023
Cost Center Manager	<small>DocuSigned by:</small> <u>Kenneth Davis</u>	3/31/2023
Associate Dean (If Applicable)	<small>DocuSigned by:</small> <u>Alexandria Terrazas</u>	3/31/2023
Dean (If Applicable)	<small>DocuSigned by:</small> <u>Jennifer Davidson</u>	3/31/2023
Associate Vice President	<small>DocuSigned by:</small> <u>Paul Jensen</u>	4/4/2023
Area Vice President	<small>DocuSigned by:</small> <u>Susan Campos</u>	4/17/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: NR

Exec. Dir. of Bus. Operations: CR

VP of Business Services: Sabine 4/18/23

Entered by: B6618 DS 4/20/23

Budget Transfer Form

Dollar Amount	<u>450.00</u>	
From what Budget Account	<u>01 - 20100510 - 540600005</u>	Object Code Description <u>Library : Publication & Dues</u>
To what Budget Account	<u>01 - 20100510 - 550100005</u>	<u>Library : 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:
Less funds needed in library publication and dues budget line.

Explain specifically why additional funds are needed in the receiving account:
More funds needed in the library meeting expenses budget line.

Required Signatures

Requestor	<u>DocuSigned by: Amy Pine</u>	4/17/2023
Cost Center Manager	<u>DocuSigned by: Dubravka Juraga</u>	4/17/2023
Associate Dean (if Applicable)	<u>DocuSigned by:</u>	4/17/2023
Dean (if Applicable)	<u>DocuSigned by: Hilary Meyer</u>	4/17/2023
Associate Vice President	<u>DocuSigned by: Denise Jones</u>	4/17/2023
Area Vice President	<u>DocuSigned by: Jodi Koslow Martin</u>	4/18/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MP*

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

VP of Business Services: *LSue* 4/24/23

Entered by: Blo624 DS 4/24/23

Budget Transfer Form

Dollar Amount \$200.00

From what Budget Account 01 - 20100510 - 540600005

Object Code Description
Library : Publication & Dues

To what Budget Account 01 - 20100510 - 550200005

Library : Travel - In State

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 this year in the library Publication and dues budget line.

Explain specifically why additional funds are needed in the receiving account:
More funds are needed in the library travel in-state library budget line

Required Signatures

Requestor Amy Pine 4/17/2023

Cost Center Manager Dubravka Juraga 4/17/2023

Associate Dean (if Applicable) _____ 4/17/2023

Dean (if Applicable) Hilary Meyer 4/17/2023

Associate Vice President Denise Jones 4/17/2023

Area Vice President Jodi Koslow Martin 4/18/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *ML*

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

VP of Business Services: S. [Signature] 4/21/23

Entered by: B6625 DS 4/24/23

Budget Transfer Form

Dollar Amount \$800.00

From what Budget Account 01 - 20801010 - 540900505 Object Code Description Dean of Arts & Sciences : Other Materials & St

To what Budget Account 01 - 10103010 - 550100005 Early Childhood Ed : 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:
There are enough funds on this line to cover any needed expenses for the remainder of FY23.

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

The funds are needed to cover the cost of catering/ food for the EDU symposium.

Required Signatures

Requestor DocuSigned by: Delisia Fletcher 4/3/2023

Cost Center Manager DocuSigned by: Jeanette Bartley 4/3/2023

Associate Dean (If Applicable) _____

Dean (If Applicable) DocuSigned by: Jeanette Bartley 4/3/2023

Associate Vice President DocuSigned by: Paul Jensen 4/3/2023

Area Vice President DocuSigned by: Susan Campos 4/17/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 4/18/23

Entered by: Bld019 DS 4/20/23

Budget Transfer Form

Dollar Amount

\$1000

From what Budget Account

01 30100510 530400010

Object Code Description

Admission: Maintenance Services

To what Budget Account

01 30100510 540900505

Admission: 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 admissions events materials and supplies. Our department is reallocating funds from the maintenance services account due to need.

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

Funding is needed in other materials & supplies to support funding for admissions events materials and supplies.

Required Signatures

Requestor

DocuSigned by: Tatiana King 4/6/2023

Cost Center Manager

DocuSigned by: Denise Jones 4/6/2023

Associate Dean (If Applicable)

DocuSigned by: Denise Jones 4/6/2023

Dean (If Applicable)

DocuSigned by: [Signature] 4/6/2023

Associate Vice President

DocuSigned by: Jodi Koslow Martin 4/7/2023

Area Vice President

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] 4/10/23

Entered by: BL608 DS 3/10/23

Budget Transfer Form

Dollar Amount \$7,000.00

From what Budget Account 01 80100535 550100005 **Object Code Description** AVP of Communication : Meeting Expense

To what Budget Account 01 80400530 540400010 **Object Code Description** Shipping & Receiving : Postage

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 Marketing and Communication's department will not have any other meeting expenses for the remainder of this fiscal year.

Explain specifically why additional funds are needed in the receiving account:
The additional funds in the postage account will support marketing efforts to help increase enrollment for the Summer and Fall semesters.

Required Signatures

Requestor Danielle Stephens 4/14/2023
DocuSigned by: E1AD58A0A754484

Cost Center Manager Michael Garity 4/14/2023
DocuSigned by: F1B3XRB0P306C4E90

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Colleen Rockafellow 4/14/2023
DocuSigned by: 897C5MAD31E4E11

Area Vice President Sean Sullivan 4/14/2023
DocuSigned by: 642220251E674A1

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *AS*

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

VP of Business Services: [Signature] 4/17/23

Entered by: B6616 DS 4/17/23

Budget Transfer Form

Dollar Amount

\$5,000.00

From what Budget Account

01 - 80100535 - 550300005

Object Code Description

AVP of Communication : Travel - Out of State

To what Budget Account

01 - 80400530 - 540400010

Shipping & Receiving : Postage

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 Marketing and Communication's department will not be traveling out of state the remainder of this fiscal year.

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

The additional funds in the postage account will support marketing efforts to help increase enrollment for the Summer and Fall semesters.

Required Signatures

Requestor

DocuSigned by: Danielle Stephens 4/14/2023

Cost Center Manager

DocuSigned by: Michael Garrity 4/14/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 4/14/2023

Area Vice President

DocuSigned by: Sean Sullivan 4/14/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *AK*

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

VP of Business Services: Sean 4/17/23

Entered by: Blobl5 DS 4/17/23

Budget Transfer Form

Dollar Amount

\$27,100.00

From what Budget Account

01 - 80700520 - 540900505

Object Code Description

Research Projects:Other Materials & Supplies

To what Budget Account

01 - 80700520 - 580600005

Research Projects:Equipment -Instructional >5

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 funding is needed for Other Materials and Supplies as work projected for FY23 has been completed.

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

More funding is needed for Equipment - Instructional >\$5,000 to purchase an X-ray Fluorescence Analyzer - specialized research equipment for student use in the new PLUS Research Laboratory.

Required Signatures

Requestor

DocuSigned by:
Danielle Stephens 4/19/2023

Cost Center Manager

DocuSigned by:
Jim Reynolds 4/21/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:
Colleen Rockafellow 4/24/2023

Area Vice President

DocuSigned by:
Sean Sullivan 4/24/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MR*

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

VP of Business Services: _____ *4/24/23*

Entered by: B6631 DS4/24/23

Budget Transfer Form

Dollar Amount

\$9888

From what Budget Account

01 - 20100510 - 510600005

Object Code Description

salary

To what Budget Account

01 - 80600525 - 510900010

salary lapse

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:
3 months unused salary for the position of custodian.

07/2022-09/2022

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

Salary lapse of unused funds.

Required Signatures

Requestor

DocuSigned by: Feryal Khan 4/26/2023
438605590905487

Cost Center Manager

DocuSigned by: Joe Klinger 4/26/2023
012230A7062E490

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 4/26/2023
857C58A03452E1

Area Vice President

DocuSigned by: Sean Sullivan 4/26/2023
647220251EC74A1

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *AM*

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

VP of Business Services: *[Signature]* 4/27/23

Entered by: *[Signature]* DS 4/27/23

Budget Transfer Form

Dollar Amount \$78330

From what Budget Account 01 - 20801010 - 510100005 **Object Code Description** Salary

To what Budget Account 01 - 80600525 - 510900010 **Object Code Description** Salary Lapse

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:
 10 months unused salary for the position of Associate Dean of Arts and Sciences.
 07/2022 to 04/2023

Explain specifically why additional funds are needed in the receiving account:
 Salary Lapse of unused funds.

Required Signatures

Requestor Feryal Khan 4/26/2023

Cost Center Manager Joo Klingon 4/26/2023

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Colleen Rockafellow 4/26/2023

Area Vice President Sean Sullivan 4/27/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: M

Exec. Dir. of Bus. Operations: OR

VP of Business Services: [Signature] 4/27/23

Entered by: Bldg 72 DS 4/27/23

Budget Transfer Form

Dollar Amount

\$14826

From what Budget Account

01 - 20801040 - 510400005

Object Code Description

salary

To what Budget Account

01 - 80600525 - 510900010

salary lapse

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:

3 months unused salary for the position of Health Learning Resource Coordinator

07/2022 to 09/2022

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

Salary Lapse of unused funds.

Required Signatures

Requestor

DocuSigned by: Feryal Khan 4/26/2023

Cost Center Manager

DocuSigned by: Joe Klingos 4/26/2023

Associate Dean (if Applicable)

Dean (if Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 4/26/2023

Area Vice President

DocuSigned by: Sean Sullivan 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 4/27/23

Entered by: B6649 DS 4/27/23

Budget Transfer Form

Dollar Amount

\$31248

From what Budget Account

01 - 30100510 - 510200005

Object Code Description

Salary

To what Budget Account

01 - 80600525 - 510900010

Salary Lapse

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:
7 months unused salary for the position of Assistant Director Admissions.

10/2022 to 04/2023.

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

Salary Lapse of unused funds.

Required Signatures

Requestor

DocuSigned by: Feryal Khan 4/26/2023

Cost Center Manager

DocuSigned by: Joe Klinger 4/26/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 4/26/2023

Area Vice President

DocuSigned by: Sean Sullivan 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 4/27/23

Entered by: BlobS2 DS 4/27/23

Budget Transfer Form

Dollar Amount \$5388.00

From what Budget Account 01 - 30100510 - 510600005 Object Code Description Salary

To what Budget Account 01 - 80600525 - 510900010 Object Code Description Salary Lapse

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:
2 months unused salary for Student Personnel Clerk
07/22-09/22

Explain specifically why additional funds are needed in the receiving account:
Salary Lapse of unused funds

Required Signatures

Requestor Victoria Urbano 4/26/2023

Cost Center Manager Joe Klingon 4/26/2023

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Colleen Kockafellow 4/26/2023

Area Vice President Sean Sullivan 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AP

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/26/23

Entered by: Bubolo D. 5/27/23

Budget Transfer Form

Dollar Amount \$8928.00

From what Budget Account 01 30100511 510200005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Object Code Description Salary Lapse

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:
 2 months unused salary for Director of Records
 07/22-09/22

Explain specifically why additional funds are needed in the receiving account:
 Salary Lapse of unused funds

Required Signatures

Requestor Victoria Urbano 4/26/2023

Cost Center Manager Joe Klingon 4/26/2023

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Colleen Rockafellow 4/26/2023

Area Vice President Sean Sullivan 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AR

Exec. Dir. of Bus. Operations: OR

VP of Business Services: Edman 4/26/23

Entered by: Blaibei DS4 | 27/23

Budget Transfer Form

Dollar Amount \$26782

From what Budget Account 01 30200510 510200005 **Object Code Description** salary

To what Budget Account 01 80600525 510900010 salary lapse

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:
 7 months unused salary for the position of Career Services Specialist.
 07/2022 to 01/2023.

Explain specifically why additional funds are needed in the receiving account:
 Salary Lapse of unused funds.

Required Signatures

Requestor Feryal Khan 4/26/2023
DocuSigned by: 43300640306487

Cost Center Manager Joe Klingner 4/26/2023
DocuSigned by: 0123001062E490

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Colleen Rockafellow 4/26/2023
DocuSigned by: 85703000143411

Area Vice President Sean Sullivan 4/26/2023
DocuSigned by: 042220251EC74A1

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AM

Exec. Dir. of Bus. Operations: OR

VP of Business Services: Sullivan 4/27/23

Entered by: Blob SI DS 4/27/23

Budget Transfer Form

Dollar Amount \$32526

From what Budget Account 01 30200510 510200005 Object Code Description salary

To what Budget Account 01 80600525 510900010 salary lapse

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:
6 months unused salary for the position of Director of Career Services.
07/2022 to 12/2022.

Explain specifically why additional funds are needed in the receiving account:
Salary Lapse of unused funds.

Required Signatures

Requestor DocuSigned by: Feryal Khan 4/26/2023

Cost Center Manager DocuSigned by: Joe Klingler 4/26/2023

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President DocuSigned by: Colleen Rockefeller 4/26/2023

Area Vice President DocuSigned by: Sean Sullivan 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *AK*

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

VP of Business Services: Sullivan 4/27/23

Entered by: Bble68 D 54/27/23

Budget Transfer Form

Dollar Amount

\$16263

From what Budget Account

01 - 30200520 - 510200005

Object Code Description

salary

To what Budget Account

01 - 80600525 - 510900010

salary lapse

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:
3 months unused salary for the position of Director of Advising.

07/2022 to 09/2022

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

Salary Lapse of unused funds.

Required Signatures

Requestor

DocuSigned by: Feryal Khan 4/26/2023
43860590966487

Cost Center Manager

DocuSigned by: Joo Klingon 4/26/2023
D123C0KTD6ZE49U

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 4/26/2023
897C58A0F4154E1

Area Vice President

DocuSigned by: Sean Sullivan 4/26/2023
84220251EC74A1

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 7/27/23

Entered by: B6650DS4/27/23

Budget Transfer Form

Dollar Amount

\$26784

From what Budget Account

01 30200535 510400005

Object Code Description

salary

To what Budget Account

01 80600525 510900010

salary lapse

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:
6 months unused salary for the position of Coordinator of Welcome Center.

08/2022 to 01/2023

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

Salary Lapse of unused funds.

Required Signatures

Requestor

DocuSigned by: Feryal Khan 4/26/2023

Cost Center Manager

DocuSigned by: Joe Klinger 4/26/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 4/26/2023

Area Vice President

DocuSigned by: Sean Sullivan 4/27/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AK

Exec. Dir. of Bus. Operations: CTZ

VP of Business Services: [Signature] 4/27/23

Entered by: Bleb71 DS 4/27/23

Budget Transfer Form

Dollar Amount

\$49420.00

From what Budget Account

01 30200540 510400005

Object Code Description

Salary

To what Budget Account

01 80600525 510900010

Salary Lapse

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:
10 months unused salary for Manager Student Retention
07/22-04/23

Explain specifically why additional funds are needed in the receiving account:
Salary Lapse of unused funds

Required Signatures

Requestor

DocuSigned by: victoria urbano 4/26/2023

Cost Center Manager

DocuSigned by: Joe Klingor 4/26/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Colleen Rockafellow 4/26/2023

Area Vice President

DocuSigned by: Sean Sullivan 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *NR*

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

VP of Business Services: *L. Shue* 4/26/23

Entered by: *B6664 DS 4/27/23*

Budget Transfer Form

Dollar Amount \$9884.00

From what Budget Account 01 30400510 510400005 **Object Code Description** Salary

To what Budget Account 01 80600525 510900010 **Object Code Description** Salary Lapse

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:
2 months unused salary for Assistant Director Financial Aid
07/22-08/22

Explain specifically why additional funds are needed in the receiving account:
Salary Lapse of unused funds

Required Signatures

Requestor Victoria Urbans 4/26/2023

Cost Center Manager Joe Klingor 4/26/2023

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Colleen Rockafellow 4/26/2023

Area Vice President Sean Sullivan 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: MP

Exec. Dir. of Bus. Operations: OR

VP of Business Services: [Signature] 4/26/23

Entered by: Blelebz DS 4/26/23

Budget Transfer Form

Dollar Amount	<u>\$13392</u>	
From what Budget Account	<u>01 40200510 510100005</u>	Object Code Description <u>salary</u>
To what Budget Account	<u>01 80600525 510900010</u>	<u>salary lapse</u>
Is this a Grant? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	*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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Rationale:

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

3 months unused salary for the position of Coordinator New Corporate Partnerships
07/2022 to 09/2022

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

Salary Lapse of unused funds.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Feryal Khan</u> <small>43890690305487</small>	<u>4/26/2023</u>
Cost Center Manager	<small>DocuSigned by:</small> <u>Joe Klingner</u> <small>D12300AT062E490</small>	<u>4/26/2023</u>
Associate Dean (If Applicable)	<hr/>	
Dean (If Applicable)	<hr/>	
Associate Vice President	<small>DocuSigned by:</small> <u>Colleen Rockafellow</u> <small>857C58XU102E1</small>	<u>4/26/2023</u>
Area Vice President	<small>DocuSigned by:</small> <u>Sean Sullivan</u> <small>64222025TEC74A1</small>	<u>4/26/2023</u>

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *AR*

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

VP of Business Services: Sullivan 4/27/23

Entered by: B6648254/27/23

Budget Transfer Form

Dollar Amount \$4942.00

From what Budget Account 01 - 40200510 - 510400005 Object Code Description Salary

To what Budget Account 01 - 80600525 - 510900010 Object Code Description Salary Lapse

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:

1 month unused salary for Director Corporate Partnerships
07/22

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

Salary Lapse of unused funds

Required Signatures

Requestor

Decubigned by: Victoria Urbano 4/26/2023

Cost Center Manager

Decubigned by: Joe Klingor 4/26/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

Decubigned by: Colleen Rockafellow 4/26/2023

Area Vice President

Decubigned by: Sean Sullivan 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AK

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/26/23

Entered by: B6663 DS4/27/23

Budget Transfer Form

Dollar Amount \$9888.00

From what Budget Account 01 - 40200510 - 510600005 Object Code Description Salary

To what Budget Account 01 - 80600525 - 510900010 Object Code Description Salary Lapse

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:

3 months unused salary for Coordinator Academic outreach
09/22-12/22

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

Salary Lapse of unused funds

Required Signatures

Requestor Victoria Urbano 4/26/2023
DocuSigned by: 448803MGA19400

Cost Center Manager Joe Klinges 4/26/2023
DocuSigned by: 0123C8A0E3E1E1

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Colleen Kofkafellow 4/26/2023
DocuSigned by: ESTC8A007451E1

Area Vice President Sean Sullivan 4/26/2023
DocuSigned by: 842720251E074X1

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AP

Exec. Dir. of Bus. Operations: OR

VP of Business Services: John 4/26/23

Entered by: Bloblo 054/27/23

Budget Transfer Form

Dollar Amount \$1,000.00

From what Budget Account 05 60400505 540100110 Object Code Description office supplies

To what Budget Account 05 60400505 550300005 Travel - out Of State

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

Grant Accountant? Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred: Anticipated supply needs were reduced due to utilizing QR codes instead of printed documents.

Explain specifically why additional funds are needed in the receiving account: Cost of travel has increased since the original forecasts were created.

Required Signatures

Requestor Yaren Hernandez 4/24/2023

Cost Center Manager Garrick Abuzetian 4/25/2023

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Colleen Rockafellow 4/25/2023

Area Vice President Sean Sullivan 4/25/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *AK*

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

VP of Business Services: [Signature] 4/25/23

Entered by: BG6642 DS 4/26/23

Budget Transfer Form

Dollar Amount \$43.84

From what Budget Account 06 10300520 530900010 Object Code Description Perkins Automotive-Other Contractual

To what Budget Account 06 10205003 540100210 Perkins-Instructional Supplies

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

Grant Accountant? Gerardo Porras-Nava Include Attachments: Yes No

Rationale:

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

All approved purchases have been made. Quotes for purchases came in under budget.

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

These are grant funds that need to be spent before June 30th and additional instructional supplies can be purchased based on approved grant activities per the Perkins plan.

Required Signatures

Requestor Alexandria Terrazas 3/30/2023

Cost Center Manager Jennifer Davidson 3/30/2023

Associate Dean (If Applicable) Alexandria Terrazas 3/30/2023

Dean (If Applicable) Jennifer Davidson 3/30/2023

Associate Vice President Paul Jensen 4/4/2023

Area Vice President Susan Campos 4/17/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 4/24/23

Entered by: B6626 DS 4/24/23

Budget Transfer Form

Dollar Amount

\$5000

From what Budget Account

06 10605001 51020005

Object Code Description

State Performance Grant/Professional/Tech FT

To what Budget Account

06 10605001 55020005

State Performance Grant:Travel in State

Is this a Grant?

Yes No

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

Grant Accountant? 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:
CTS position has been vacant since July 1. This line will be underspent at the end of the year.

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

Funds are needed to support the cost of travel to conferences.
This is an allowable expense per grant guidelines.

Required Signatures

Requestor

DocuSigned by: Angela Guzman 4/4/2023
E:FA8884421466

Cost Center Manager

DocuSigned by: Jacqueline Lynch 4/4/2023
F:30A978C02766AD7...

Associate Dean (if Applicable)

DocuSigned by: Jacqueline Lynch 4/4/2023
F:30A978C02766AD7...

Dean (if Applicable)

DocuSigned by: Paul Jensen 4/4/2023
S:15C80C8D1974E...

Associate Vice President

DocuSigned by: Susan Campos 4/5/2023
F:33A51F0E41495...

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant: 8/4/5/2023

Asst. Director of Finance: SU

Exec. Director of Finance: M

Exec. Dir. of Bus. Operations: _____

VP of Business Services: 4/6/23

Entered by: B6605 DS 4/10/23

Budget Transfer Form

Dollar Amount \$ 21,000

From what Budget Account	06 - 10605002 - 510300010	Object Code Description	AES-Adult ED.State:Part-Time Faculty Contract
To what Budget Account	06 - 10605002 - 540100210		AES-Adult ED. State:Instructional Supplies

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

Grant Accountant? 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:
 Due to the teacher shortage, the faculty contract line will be underspent at the end of the FY.

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

Funds are needed to cover the cost of a) 20 OWLs, auto-tracking cameras, used in the delivery of instruction via the HyFlex model, and b) 4 iPads which will be used to facilitate communication with non-English speaking students (via translation apps).

This is an allowable expense under the AES-ADULT ED. STATE grant.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Angela Guzman</u>	4/4/2023
Cost Center Manager	<small>DocuSigned by:</small> <u>Jaqueline Lynch</u>	4/4/2023
Associate Dean (If Applicable)	<small>DocuSigned by:</small> <u>Jaqueline Lynch</u>	4/4/2023
Dean (If Applicable)	<small>DocuSigned by:</small> <u>Paul Jensen</u>	4/4/2023
Associate Vice President	<small>DocuSigned by:</small> <u>Susan Campos</u>	4/5/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: SJ 4/5/2023
 Asst. Director of Finance: [Signature]
 Exec. Director of Finance: [Signature]
 Exec. Dir. of Bus. Operations: [Signature]
 VP of Business Services: [Signature] 4/6/23

Entered by: B6606 DS 4/10/23

Budget Transfer Form

Dollar Amount

\$155,200.00

From what Budget Account

06 10605002 510300010

Object Code Description

AES-ADULT ED. STATE: Part Time Faculty Contract

To what Budget Account

06 10605002 540901005

AES-ADULT ED. STATE: Computer Equipment <5k

PD

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:

We have been unable to offer as many sections as the faculty salaries budget line allocates. The unexpended \$155,200 will be used for technology to support direct instruction to students.

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

A bulk laptop purchase is needed to meet the technology needs of adult ed students who take online and HyFlex courses. This is essential to meeting student outcomes and grant objectives. (200 laptops at \$776 each for a total amount of \$155,200.)
This transfer is allowable per a budget modification approved on 4/20/2023

Required Signatures

Requestor

DocuSigned by: Zelda M. Frudova 4/20/2023

Cost Center Manager

DocuSigned by: Jacqueline Lynch 4/20/2023

Associate Dean (if Applicable)

Dean (if Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 4/21/2023

Area Vice President

DocuSigned by: Susan Campos 4/26/2023

BUSINESS OFFICE APPROVALS

Grant Accountant:

[Signature]

Asst. Director of Finance

[Signature]

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

[Signature]

VP of Business Services:

[Signature] 4/26/23

Entered by: Bldole71254/27/23

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16867

**SUBJECT: RESOLUTION AUTHORIZING PUBLIC HEARING ON PROPOSED
FY 2024 BUDGET**

RECOMMENDATION: That the Board of Trustees approve the attached resolution authorizing a public hearing for the proposed FY 2024 Budget. The public hearing will be held on Tuesday, July 18, 2023, at 6:30 p.m. in the Board Room (A300) of the Learning Resource Center.

RATIONALE: This resolution is in compliance with statutes requiring a public hearing on the proposed Budget.

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

RESOLUTION ACTION EXHIBIT NO. 16867

**AUTHORIZING A PUBLIC HEARING CONCERNING
THE PROPOSED 2024 BUDGET**

WHEREAS, THE Community College Act (Illinois Compiled Statutes: 110 ILCS 805/3-20.1) provides that, prior to final action on the Tentative Budget, the Board shall make the same available for public inspection, hold a public hearing, and publish notice of such hearing at least thirty (30) days prior thereto:

BE IT RESOLVED BY THE Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, as follows:

Section 1: The Board shall hold a public hearing on Tuesday, July 18, 2023, at 6:30 p.m. in the Board Room of the Learning Resource Center, 2000 Fifth Avenue, River Grove, Illinois, concerning its proposed budget for Fiscal Year 2024.

Section 2: The Secretary is authorized and directed to make copies of the Tentative Budget conveniently available for public inspection at least thirty (30) days prior to the aforementioned public hearing.

Section 3: The Secretary is authorized and shall cause to be published in a newspaper of general circulation published in Cook County and having circulation within the taxing district of Community College No. 504, a notice in compliance with the requirement set forth in the Community College Act of the aforementioned public hearing.

Section 4: This Resolution shall be effective from and after its passage and approval as provided by law.

ADOPTED, this 16th day of May, 2023.

AYES:

NAYES:

ABSENT:

Mark R. Stephens, Chairman

Attest:

Tracy Jennings, Secretary

TRITON COLLEGE, District 504
Board of Trustees

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16868

SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF FINAL PAYMENT FOR THE SITE MONUMENT SIGN PROJECT

RECOMMENDATION: That the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$74,032.75 for the Site Monument Sign Project. The project cost was \$201,467.67.

RATIONALE: Operations and Maintenance has reviewed the Certificate of Final Completion, Final Waiver of Lien, and Final Payment Application. Original contract amount was \$280,532.80; total project amount was \$201,467.67. The project came in \$79,065.13 below budget.

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

Certificate of Final Acceptance

Project:
Site Monument Signs -
1st and 5th Avenues
Triton College
2000 Fifth Ave.
River Grove, IL 60171

Architect: ARCON Associates, Inc

Contractor:
Correct Digital Displays
2000 N. Fifth Avenue
River Grove, IL 60171


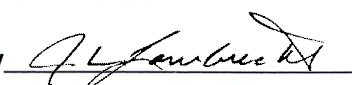
Contract Date: 1/7/2022

Date of Issuance: 4/18/2023

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

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

SIGNATURES

Contractor	Correct Digital Displays	By <u></u>	Date <u>4-18-23</u>
		David Scott	
Architect	ARCON Associates, Inc.	By <u></u>	Date <u>4/18/2023</u>
		Gaspare Pitrello	
Owner	Triton College	By <u></u>	Date <u>4/19/2023</u>
		John Lambrecht	
Owner	Triton College	By _____	Date _____
		Mark R. Stephens Board Chairman	

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO: Triton College PROJECT: 21189
 2000 Fifth Ave. Site Moument Signs at Triton College
 River Grove, IL 60171
 FROM CONTRACTOR: Correct Digital Displays, Inc.
 700 W Center Street
 Sandwich, IL 60548

APPLICATION NO: 2
 PERIOD TO: 3/31/2023
 ARCHITECT:
 CONTRACT DATE: 01/17/22

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	<u>280,532.80</u>
2. Net change by Change Orders	\$	<u>(79,065.13)</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>201,467.67</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>201,467.67</u>
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	<u> -</u>
b. 0 % of Stored Material (Column F on G703)	\$	<u> -</u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u> -</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>201,467.67</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>127,434.92</u>
8. CURRENT PAYMENT DUE	\$	<u>74,032.75</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>(0.00)</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Correct Digital Displays, Inc.

By: Mary J Scott Date: 3/17/23
 State of: ILLINOIS County of: Kane
 Subscribed and sworn to before me this 17th day of March, 2023
 Notary Public: Mary M. Hoffman MARY M. HOFFMAN
 My Commission expires 11/13/2023 OFFICIAL SEAL
 Notary Public, State of Illinois

ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ 74,032.75

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
 By: [Signature] Date: April 18, 2023
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Contractor		\$ -
Total approved this Month	\$ -	\$ -
TOTALS		\$ -
NET CHANGES by Change Order	\$	-

[Signature]

4/19/2023
 PO B0007427

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16869

SUBJECT: KRUEGER INTERNATIONAL, INC. (KI) FURNITURE PURCHASE

RECOMMENDATION: That the Board of Trustees approve the purchase of up to \$140,000 to purchase classroom / office / open space furniture from Krueger International, Inc. (KI) for Tutoring Lab – Building A Project 2023 at a not-to-exceed amount of \$140,000.

RATIONALE: Krueger International, Inc. (KI) provides high quality furniture that enhances our departments and classrooms. KI and the specific furniture being purchased was publicly bid by the Illinois Public Higher Education Cooperative (IHPEC) meeting the State of Illinois public bidding requirements.

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 May 16, 2023

ACTION EXHIBIT NO. 16870

SUBJECT: CROWE LLP AUDITOR ENGAGEMENT LETTER – FY2024-2028

RECOMMENDATION: That the Board of Trustees approve the Auditor Engagement Letter with Crowe LLP, for five (5) fiscal years ending June 30, 2023 through June 30, 2028 to perform required financial Audits. For FY24 the fee will not exceed \$102,000; for FY25: \$105,000; for FY26 and FY27: \$108,000; and for FY28: \$113,000. The total cost of standard Audits for five (5) fiscal years will not exceed \$536,000.

RATIONALE: The proposed fee represents an average increase of 1.82% per year over the five year Agreement. Crowe LLP has shown themselves to be efficient and thorough, completing audits in a timely manner to facilitate the CAFR and regularly completes Triton’s Audits in the first month of the Audit season. Crowe staff has assisted the College on implementation of new Government Accounting Standard Board (GASB) pronouncements, and advised the College on various budget and audit requests throughout the year. Additional fees may be agreed upon in the event a grant requires a separate audit or other services are required.

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



Crowe LLP
Independent Member Crowe Global

One Mid America Plaza, Suite 500
Oakbrook Terrace, IL 60181
Tel +1 630 574 7878
Fax +1 630 574 1608
www.crowe.com

April 28, 2023

To the President and Board of Trustees
Triton College
2000 5th Avenue
River Grove, Illinois 60171-1907

This letter confirms the arrangements for Crowe LLP (“Crowe” or “us” or “we” or “our”) to provide the professional services discussed in this letter to Triton College (“you”, “your” or “Client”). The attached Crowe Engagement Terms, and any other attachments thereto, are integral parts of this letter, and such terms are incorporated herein.

AUDIT SERVICES

Our Responsibilities

We will audit and report on the financial statements of the Client for the years ending June 30, 2024 through 2028.

In addition to our report on the financial statements, we plan to evaluate the presentation of the following supplementary information in relation to the financial statements as a whole, and to report on whether this supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Special reports section information included in schedules 1 through 5
- Schedule of Expenditures of Federal Awards
- Illinois Grant Accountability and Transparency Act – Consolidated Year End Financial Report (CYEFR)

In addition to our report on the financial statements, we also plan to perform specified procedures in order to describe in our report whether the following required supplementary information is presented in accordance with applicable guidelines. However, we will not express an opinion or provide any assurance on this information due to our limited procedures.

- Management’s Discussion and Analysis
- Schedule of Changes in Net Pension Liability and Related Ratios
- Schedule of Net Pension Liability
- Schedule of the Client’s Proportionate Share of the Net Pension Liability
- Schedule of Contributions

The document will also include the following additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor’s report will disclaim an opinion:

- Introductory Section of the Annual Comprehensive Financial Report

- Statistical Section of the Annual Comprehensive Financial Report
- Special reports section information included in schedule 6
- Summary of assessed valuations
- Residence policy

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud, and that we report on the Schedule of Expenditures of Federal Awards (as noted above), and on your compliance with laws and regulations and on its internal controls as required for a Single Audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount that we believe would influence the judgment made by a reasonable user of these financial statements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. As required by the standards, we will maintain professional skepticism throughout the audit.

In making our risk assessments, we obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Client's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the Client's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters, which matters should be discussed by you with your legal counsel.

As part of our audit, we will conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Client's ability to continue as a going concern for a reasonable period of time.

We expect to issue a written report upon completion of our audit of the Client's financial statements. Our report will be addressed to those charged with governance of the Client. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph or a separate section in the auditor's report, or withdraw from the engagement.

In addition to our report on the financial statements and supplemental information, we plan to issue the following reports:

- Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Client's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.
- Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance -- The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.
- The Certification of Chargeback Reimbursement which will be subjected to the auditing procedures applied in our audit of the basic financial statements.
- Reports on compliance with State of Illinois requirements in accordance with ICCB's Fiscal Management Manual.
- Report on the Schedule of Enrollment Data and Other Bases Upon Which Claims Were Filed in accordance with ICCB's Fiscal Management Manual.

IL Coop Work Study Grant

If applicable for the fiscal year, we will perform audit services and report on the statement of revenues and expenditures and changes in net assets – budget and actual for the Illinois Board of Higher Education – Illinois Cooperative Work Study Program Grant for the applicable fiscal year in accordance with generally accepted auditing standards and guidelines for these grants as issued by the Illinois Board of Higher Education.

We will also perform tests of controls including testing underlying transactions, as required by the Uniform Guidance, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of your major federal awards programs. We will determine major programs in accordance with the Uniform Guidance. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed. We will inform you of any non-reportable conditions or other matters involving internal control, if any, as required by the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. However, the objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether you have complied with certain provisions of laws, regulations, contracts and grants. Our procedures will consist of the applicable procedures described in the United States Office of Management

and Budget (OMB) Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major programs. The purpose of our audit will be to express an opinion on your compliance with requirements applicable to major Federal award programs. Because an audit is designed to provide reasonable assurance, but not absolute assurance, the audit is not designed to detect immaterial violations or instances of noncompliance.

Our audit and work product are intended for the benefit and use of the Client only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information.

However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

Government Auditing Standards require that we provide you with a copy of our most recent peer review report, which accompanies this letter along with the related letter of comment and response thereto.

The Client's Responsibilities

The Client's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

The Client's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved. Management has the responsibility to make Crowe aware of significant contractor relationships in which the contractor is responsible for program compliance. Client's management is responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that the auditor reports. Additionally, it is management's responsibility to follow up and take corrective action on reported audit findings, to establish and maintain a process for tracking the status of findings and recommendations, and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, to safeguard assets, and to design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements and to devise policies to ensure that the Client complies with applicable laws and regulations.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Client's ability to continue as a going concern for one year after the date the Financial Statements are made available to be issued.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the Client from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the Client, and their knowledge of any fraud or suspected fraud affecting the Client.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements, and to the Client's compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of such information to our engagement, you agree to waive any claim against Crowe and its personnel for any liability and costs relating to or arising from any inaccuracy or incompleteness of information provided to us for purposes of this engagement.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by Client of the supplementary information and the auditor's report thereon.

Management is responsible for the preparation of the required supplementary information identified above in accordance with the applicable guidelines. We will request from management certain written representations regarding management's responsibilities in relation to the required supplementary information presented, including but not limited to whether it has been measured and presented in accordance with prescribed guidelines, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information.

At the conclusion of the engagement, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty days after receipt of the auditor's reports or nine months after the end of the audit period.

Management is responsible for report distribution responsibilities, including determining which officials or organizations will receive the report and making the report available to the public as applicable when the audit organization is responsible for report distribution.

OTHER SERVICES

Data Collection Form input services

We will provide assistance in completing sections of the Data Collection Form (DCF) relative to its federal award programs pursuant to the requirements of Section §200.512 of the Uniform Guidance that are promulgated to be completed by the Client. While we may provide this data entry service and assist you in satisfying your electronic data communication requirements to the Federal Audit Clearinghouse, the completeness and accuracy of this information remains the responsibility of your management.

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities. In connection with performing the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

Consolidated Year End Financial Report input services

We will provide assistance in completing sections of the CYEFR pursuant to the requirements of Title 44 Section 7000.90 of the Illinois Administrative Code that are promulgated to be completed by the College. While we may provide this data entry service and assist you in satisfying your electronic data communication requirements to the Grant Accountability and Act website, the completeness and accuracy of this information remains the responsibility of your management.

With respect to the above other services, we will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to do any procedure or take any action that could be construed as making management decision or assuming management responsibilities. In connection with performing the above the other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

In delivering services to Client, Crowe may use subsidiaries owned and controlled by Crowe within and outside the United States. Crowe subsidiaries are subject to the same information security policies and requirements as Crowe LLP and will meet the requirements set forth in the confidentiality and data protection provisions of this Agreement.

FEES

Our fees are outlined below. Our invoices are due and payable upon receipt. Invoices that are not paid within 30 days of receipt are subject to a monthly interest charge of one percent per month or the highest interest rate allowed by law, whichever is less, which we may elect to waive at our sole discretion, plus costs of collection including reasonable attorneys' fees. If any amounts invoiced remain unpaid 30 days after the invoice date, you agree that Crowe may, in its sole discretion, cease work until all such amounts are paid or terminate this engagement.

Description of Services – FY24	Fee Amount
Audit of Triton College's Financial Statements for the year ending June 30, 2024	\$102,000
GATA CYEFR report	\$3,600
Audit of the IL Coop Work Study grant	\$3,000

Description of Services – FY25	Fee Amount
Audit of Triton College's Financial Statements for the year ending June 30, 2025	\$105,000
GATA CYEFR report	\$3,600
Audit of the IL Coop Work Study grant	\$3,000

Description of Services – FY26	Fee Amount
Audit of Triton College's Financial Statements for the year ending June 30, 2026	\$108,000
GATA CYEFR report	\$3,600
Audit of the IL Coop Work Study grant	\$3,000

Description of Services – FY27	Fee Amount
Audit of Triton College's Financial Statements for the year ending June 30, 2025	\$108,000
GATA CYEFR report	\$3,600
Audit of the IL Coop Work Study grant	\$3,000

Description of Services – FY28	Fee Amount
Audit of Triton College's Financial Statements for the year ending June 30, 2026	\$113,000
GATA CYEFR report	\$3,600
Audit of the IL Coop Work Study grant	\$3,000

The fees outlined above are based on certain assumptions. Those assumptions may be incorrect due to incomplete or inaccurate information provided, or circumstances may arise under which we must perform additional work, which in either case will require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing service requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- Evidence of material weakness or significant deficiencies in internal controls
- Substantial increases in the number of significant deficiencies in internal controls
- Regulatory examination matters
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- New or unusual transactions
- Agreed-upon level of preparation and assistance from your personnel not provided
- Numerous revisions to your information
- Lack of availability of appropriate Client personnel during fieldwork.
- Additional audit procedures relating to the impact of COVID-19 on Client or additional regulatory requirements relating thereto
- Assumes one major program

Additionally, to accommodate requests to reschedule fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed upon deadlines could be impacted.

Due to such potential changes in circumstance, we reserve the right to revise our fees. However, if such a change in circumstances arises or if some other significant change occurs that causes our fees to exceed our estimate, we will advise management.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

The Client and Crowe agree that the Client may periodically request Crowe to provide additional services for accounting and reporting advice regarding completed transactions and potential or proposed transactions. The fees for such additional services will be based on Crowe's hourly billing rates plus expenses or as mutually agreed upon between the Client and Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises. In the event Client does not provide Crowe with internet access while on Client's premises, Client will reimburse Crowe for the cost of internet access through other means while on Client's site.

MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Crowe deliverable.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. No provision of this Agreement will be deemed waived, unless such waiver will be in writing and signed by the party against which the waiver is sought to be enforced. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. Each party shall remain obligated to the other party under all provisions of this Agreement that expressly or by their nature extend beyond and survive the expiration or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement, including any dispute arising out of or related to this Agreement and the parties' relationship generally, will be governed and construed in accordance with the laws of the State of Illinois applicable to agreements

made and wholly performed in that state, without giving effect to its conflict of laws rules to the extent those rules would require applying another jurisdiction's laws.

* * * * *

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this Agreement and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature Page Follows)

ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, Client and Crowe have duly executed this Agreement effective the date first written above.

Triton College

Crowe LLP

Signature

Christine Torres

Signature

Printed Name

Christine Torres

Printed Name

Title

Partner

Title

Date

May 2, 2023

Date

Crowe Engagement Terms

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

CLIENT'S ASSISTANCE – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

PROFESSIONAL STANDARDS – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

REPORTS – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

CONFIDENTIALITY – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

USE OF SUBCONTRACTORS FOR SERVICE DELIVERY – Crowe may engage third-party subcontractors in delivering Services to Client. Third-party subcontractors are not owned or controlled by Crowe (including without limitation Crowe Global member firms). If Crowe engages such a subcontractor to deliver Services to Client, Crowe will execute an agreement for the protection of Client's confidential information consistent with the provisions of this Agreement. Crowe will be solely responsible for the provision of Services (including those provided by subcontractors) and for the protection of Client's confidential information. The limitations in this Agreement on Client's remedies will also apply to any subcontractors.

USE OF THIRD-PARTIES IN CROWE OPERATIONS – Crowe uses third-party providers in the ordinary course of Crowe business operations. Third-party providers used in the ordinary course of Crowe business operations include without limitation email providers, cyber-security providers, and data hosting

centers. Crowe also uses its subsidiaries (owned and controlled by Crowe) within and outside the United States for various administrative and support roles. Crowe subsidiaries and any third-party providers used in the ordinary course of Crowe business operations will meet the confidentiality and data protection requirements in this Agreement. The limitations in this Agreement on Client's remedies will also apply to any such third-party providers and Crowe subsidiaries.

CLIENT-REQUIRED CLOUD USAGE – If Client requests that Crowe access files, documents or other information in a cloud-based or web-accessed hosting service or other third-party system accessed via the internet, including, without limitation iCloud, Dropbox, Google Docs, Google Drive, a data room hosted by a third party, or a similar service or website (collectively, "Cloud Storage"), Client will confirm with any third parties assisting with or hosting the Cloud Storage that either such third party or Client (and not Crowe) is responsible for complying with all applicable laws relating to the Cloud Storage and any information contained in the Cloud Storage, providing Crowe access to the information in the Cloud Storage, and protecting the information in the Cloud Storage from any unauthorized access, including without limitation unauthorized access to the information when in transit to or from the Cloud Storage. Client represents that it has authority to provide Crowe access to information in the Cloud Storage and that providing Crowe with such access complies with all applicable laws, regulations, and duties owed to third parties.

DATA PROTECTION – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential as described above and comply with applicable US state and federal law and professional regulations (including, for financial institution clients, the objectives of the Interagency Guidelines Establishing Information Security Standards) in disclosing or using such information to carry out the Services. The parties acknowledge and understand that while Crowe is a service provider as defined by the California Consumer Privacy Act of 2018 and processes information on behalf of Client and pursuant to this Agreement, Crowe retains its independence as required by applicable law and professional standards for purposes of providing attest services and other related professional services. Crowe will not (1) sell Personal Data to a third party, or (2) retain, use or disclose Personal Data for any purpose other than for (a) performing the Services and its obligations on this Agreement, (b) as otherwise set forth in this Agreement, (c) to detect security incidents and protect against fraud or illegal activity, (d) to enhance and develop our products and services, including through machine learning and other similar methods and (e) as necessary to comply with applicable law or professional standards. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client warrants (i) that it has the authority to provide the Personal Data to Crowe in connection with the Services, (ii) that Client has processed and provided the Personal Data to Crowe in accordance with applicable law, and (iii) will limit the Personal Data provided to Crowe to Personal Data necessary to perform the Services. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with legal requirements and professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, using encryption when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Crowe and Client will each allow opportunistic TLS encryption to provide for secure email communication, and each party will notify the other in writing if it deactivates opportunistic TLS encryption. If Client fails to allow opportunistic TLS encryption, Client agrees that each party may use unencrypted electronic media to correspond or transmit information, and Client further agrees that such use of unencrypted media will not in itself constitute a breach of any confidentiality or other obligation relating to this Agreement. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of any confidentiality obligations under this Agreement. Crowe will reasonably cooperate with Client in responding to or addressing any request from a consumer or data subject, a data privacy authority with

jurisdiction, or the Client, as necessary to enable Client to comply with its obligations under applicable data protection laws and to the extent related to Personal Data processed by Crowe. Client will promptly reimburse Crowe for any out-of-pocket expenses and professional time (at Crowe's then-current hourly rates) incurred in connection with providing such cooperation. Client will provide prompt written notice to Crowe (with sufficient detailed instructions) of any request or other act that is required to be performed by Crowe. As appropriate, Crowe shall promptly delete or procure the deletion of the Personal Data, after the cessation of any Services involving the processing of Client's Personal Data, or otherwise aggregate or de-identify the Personal Data in such a way as to reasonably prevent reidentification. Notwithstanding the foregoing, Crowe may retain a copy of the Personal Data as permitted by applicable law or professional standards, provided that such Personal Data remain subject to the terms of this Agreement. If Crowe uses a third-party provider, Crowe will include terms substantially similar to those set forth in this Data Protection Paragraph into an agreement with the provider.

GENERAL DATA PROTECTION REGULATION COMPLIANCE – If and to the extent that Client provides personal data to Crowe subject to the European Union General Data Protection Regulation (“GDPR”), then in addition to the requirements of the above Data Protection section, this section will apply to such personal data (“EU Personal Data”). The parties agree that for purposes of processing the EU Personal Data, (a) Client will be the “Data Controller” as defined by the GDPR, meaning the organization that determines the purposes and means of processing the EU Personal Data; (b) Crowe will be the “Data Processor” as defined by GDPR, meaning the organization that processes the EU Personal Data on behalf of and under the instructions of the Data Controller; or (c) the parties will be classified as otherwise designated by a supervisory authority with jurisdiction. Client and Crowe each agree to comply with the GDPR requirements applicable to its respective role. Crowe has implemented and will maintain technical and organizational security safeguards reasonably designed to protect the security, confidentiality and integrity of the EU Personal Data. Client represents it has secured all required rights and authority, including consents and notices, to provide such EU Personal Data to Crowe, including without limitation authority to transfer such EU Personal Data to the U.S. or other applicable Country or otherwise make the EU Personal Data available to Crowe, for the duration of and purpose of Crowe providing the Services. The types of EU Personal Data to be processed include name, contact information, title, and other EU Personal Data that is transferred to Crowe in connection with the Services. The EU Personal Data relates to the data subject categories of individuals connected to Client, Client customers, Client vendors, and Client affiliates or subsidiaries (“Data Subjects”). Crowe will process the EU Personal Data for the following purpose: (x) to provide the Services in accordance with this Agreement, (y) to comply with other documented reasonable instructions provided by Client, and (z) to comply with applicable law. In the event of a Crowe breach incident in connection with EU Personal Data in the custody or control of Crowe, Crowe will promptly notify Client upon knowledge that a breach incident has occurred. Client has instructed Crowe not to contact any Data Subjects directly, unless required by applicable law. In the event that a supervisory authority with jurisdiction makes the determination that Crowe is a data controller, Client will reasonably cooperate with Crowe to enable Crowe to comply with its obligations under GDPR.

INTELLECTUAL PROPERTY - Any Deliverables, works, inventions, working papers, or other work product conceived, made or created by Crowe in rendering the Services under this Agreement (“Work Product”), and all intellectual property rights in such Work Product will be owned exclusively by Crowe. Further, Crowe will retain exclusive ownership or control of all intellectual property rights in any ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses in connection with this Agreement (“Materials”). The foregoing ownership will be without any duty of accounting.

DATA USAGE AND AGGREGATIONS - Client hereby acknowledges and agrees that Crowe may, in its discretion, use any Client information or data provided to Crowe to improve Crowe services and Materials, including without limitation developing new Crowe services and software or other products. Client also agrees that Crowe may, in its discretion, aggregate Client content and data with content and data from other clients, other sources, or third parties (“Data Aggregations”) for purposes including, without limitation, product and service development, commercialization, industry benchmarking, or quality improvement initiatives. Prior to, and as a precondition for, disclosing Data Aggregations to other Crowe customers or prospects, Crowe will anonymize any Client data or information in a manner sufficient to

prevent such other customer or prospect from identifying Client or individuals who are Client customers. All Data Aggregations will be the sole and exclusive property of Crowe.

LEGAL AND REGULATORY CHANGE – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

PUBLICATION – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

CLIENT REFERENCE – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

NO PUNITIVE OR CONSEQUENTIAL DAMAGES – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

LIMIT OF LIABILITY – Except where it is judicially determined that Crowe performed its Services with recklessness or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

INDEMNIFICATION FOR THIRD-PARTY CLAIMS – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with recklessness or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

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

NO TRANSFER OR ASSIGNMENT OF CLAIMS – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

TIME LIMIT ON CLAIMS – In no event will any action against Crowe, arising from or relating to this Agreement or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) one (1) year after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

RESPONSE TO LEGAL PROCESS – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

MEDIATION – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

JURY TRIAL WAIVER – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY IN THE COURT LOCATED COOK COUNTY, ILLINOIS.

NON-SOLICITATION – Each party acknowledges that it has invested substantially in recruiting, training and developing the personnel who render services with respect to the material aspects of the engagement ("Key Personnel"). The parties acknowledge that Key Personnel have knowledge of trade secrets or confidential information of their employers that may be of substantial benefit to the other party. The parties acknowledge that each business would be materially harmed if the other party was able to directly employ Key Personnel. Therefore, the parties agree that during the period of this Agreement and for one (1) year after its expiration or termination, neither party will solicit Key Personnel of the other party for employment or hire the Key Personnel of the other party without that party's written consent.

CROWE AND EQUAL OPPORTUNITY – Crowe abides by the principles of equal employment opportunity, including without limitation the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Crowe also abides by 29 CFR Part 471, Appendix A to Subpart A. The parties agree that the notice in this paragraph does not create any enforceable rights for any firm, organization, or individual.

CROWE GLOBAL NETWORK – Crowe LLP and its subsidiaries are independent members of Crowe Global, a Swiss organization. "Crowe" is the brand used by the Crowe Global network and its member firms, but it is not a worldwide partnership. Crowe Global and each of its members are separate and independent legal entities and do not obligate each other. Crowe LLP and its subsidiaries are not responsible or liable for any acts or omissions of Crowe Global or any other Crowe Global members, and Crowe LLP and its subsidiaries specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Global or any other Crowe Global member. Crowe Global does not render any professional services and does not have an ownership or partnership interest in Crowe LLP or any other member. Crowe Global and its other members are not responsible or liable for any acts or omissions of Crowe LLP and its subsidiaries and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe LLP and its subsidiaries. Visit www.crowe.com/disclosure for more information about Crowe LLP, its subsidiaries, and Crowe Global.



Report on the Firm's System of Quality Control

To the Partners of Crowe LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Crowe LLP (the "Firm") applicable to engagements not subject to Public Company Accounting Oversight Board ("PCAOB") permanent inspection in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under Federal Deposit Insurance Corporation Improvement Act of 1991 (FDICIA); and examinations of service organizations (SOC 1[®] and SOC 2[®] engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Crowe LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Crowe LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Cherry Bekaert LLP".

Cherry Bekaert LLP
September 29, 2022



National Peer
Review Committee

October 20, 2022

Mark Baer
Crowe LLP
225 W Wacker DR Ste 2600
Chicago, IL 60606-1228

Dear Mark Baer:

It is my pleasure to notify you that on October 13, 2022, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is September 30, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Michael Wagner". The signature is fluid and cursive.

Michael Wagner
Chair, National PRC

+1.919.402.4502

cc: Jeffrey Sabetta, Jennifer Allen

Firm Number: 900010014904

Review Number: 592839

220 Leigh Farm Road, Durham, NC 27707-8110
T: +1.919.402.4502 F: +1.919.419.4713
aicpaglobal.com | cimaglobal.com | aicpa.org | cima.org

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16871

**SUBJECT: HEARTLAND BUSINESS SYSTEMS – PURCHASE OF COMPUTER
HARDWARE, SOFTWARE AND PERIPHERALS**

RECOMMENDATION: That the Board of Trustees approve the purchase of computer hardware, software and peripherals from Heartland Business Systems for the not-to-exceed amount of \$450,000 for Fiscal Year 2024.

RATIONALE: This equipment will be used for computer labs, classrooms, faculty and staff offices throughout the campus and is part of Triton’s technology refresh cycle. Eighty-five percent (85%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL Programs, Continuing Education Programs, Scholar Programs and other student used extra-curricular areas. 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

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16872

SUBJECT: AMERICAN DIGITAL – PURCHASE OF NETWORK HARDWARE

RECOMMENDATION: That the Board of Trustees approve the purchase of network hardware and support from American Digital for the not-to-exceed amount of \$200,000 for Fiscal Year 2024.

RATIONALE: This network hardware will be used for Information Systems network updating and network expansion across campus. Additional IP devices on campus such as phones, access points, security cameras, access control and smart technology for classrooms all depend on increased network infrastructure capacity. American Digital is the HP designated hardware vendor for Triton College. Purchases of data processing equipment 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

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16873

**SUBJECT: CDW GOVERNMENT –
PURCHASE OF COMPUTER SOFTWARE AND PERIPHERALS**

RECOMMENDATION: That the Board of Trustees approve the purchase of computer software and peripherals from CDW Government for the not-to-exceed amount of \$100,000 for Fiscal Year 2024.

RATIONALE: This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton’s technology refresh cycle. It will allow the purchase of Microsoft Products, Apple Products, Adobe Products, Educational Software Products, Office Equipment and Computer Peripherals. Eighty-five percent (85%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL Programs, Continuing Education Programs, Scholar Programs and other student used extra-curricular areas. CDW Government delivers pricing under the IPHEC-N-1 Computer Peripherals purchasing contract. 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

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16874

SUBJECT: HOURLY EMPLOYEE WAGE INCREASE

RECOMMENDATION: That the Board of Trustees approve an hourly wage increase of \$1.00 (one dollar) per hour for all Non-Bargained For hourly employees that meet the following criteria:

- 1) Employee has held current position since before July 1, 2022;
- 2) Employee completes a time card;
- 3) Employee has not received an increase in their hourly wage since July 1, 2022;
- 4) Employee is not employed under an individual teaching contract with the college.

This hourly wage increase shall be effective July 1, 2023. At no time will an hourly employee's wage be less than the Board approved, minimum starting wage for their position.

The average hourly rate is \$17.73. The estimated cost of the increase for FY24 is \$320,400.

RATIONALE: Non-Bargained For hourly employees represent a portion of the college's workforce, therefore, this wage increase helps the college with the retention of quality employees as well as creating a more highly engaged and competitive workforce.

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 May 16, 2023

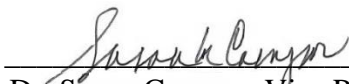
ACTION EXHIBIT NO. 16875

SUBJECT: AGREEMENT WITH GREATER FAMILY HEALTH

RECOMMENDATION: That the Board of Trustees approve an Affiliation Agreement with Greater Family Health. The term of this Agreement shall commence May 17, 2023, and shall have an initial term of one (1) year. This Agreement will automatically renew for additional one (1) year terms unless either party provides notice of intent to terminate the Agreement as provided therein. Either party may terminate the Agreement upon written notice of one (1) semester or five (5) months, whichever is less, to the other party with or without cause. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the then-current clinical rotation under the terms and conditions stated herein. There is no cost to the college for this Agreement.

RATIONALE: This Agreement will enable students in Triton College's Certified Medical Assistant program to participate in clinical education experiences at Greater Family Health.

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

**COOPERATIVE AGREEMENT
BETWEEN
GREATER FAMILY HEALTH,
AND
TRITON COLLEGE, DISTRICT #504, RIVER GROVE, ILLINOIS**

Agreement made by and between **Greater Family Health** hereinafter referred to as "Hospital" and Community College District 504, commonly known as **Triton College**, hereinafter referred to as "**Triton**".

In consideration of the mutual promises and agreements hereinafter set forth, Hospital and Triton agree as follows:

I. GENERAL PROVISIONS:

- A. This affiliation is for the sole and limited purpose of providing clinical training in Program to students enrolled at Triton under the auspices of Hospital.
- B. Nothing herein shall be deemed to create any association, partnership, or joint venture between Hospital and Triton.
- C. Students or trainees enrolled at Triton who participate in this program at Hospital shall be referred to herein as "students". Employees of Triton who are involved in the instruction or supervision of the training of the students shall be referred to herein as "faculty". Nothing herein shall be deemed to create an employee-employer relationship between the students and Hospital or faculty and Hospital, and such students and faculty are not to be considered as employees of Hospital for any purpose, and are not entitled to any of the benefits that accrue to or are provided by Hospital to its employees. Further, none of the benefits of employment at Triton shall accrue to any employee of Hospital, including the accrual of tenure.
- D. No student, faculty or staff will be discriminated against by either party hereto on the basis of sex, race, creed, religion, national origin, age, or disability or any other factor as protected by law, rule or regulation in any aspect of this affiliation.
- E. Triton shall maintain in force for the duration of this Agreement comprehensive malpractice or professional liability insurance providing coverage against all claims, demands, loss of judgments arising out of any act or omission of students or faculty, with respect to the rendering or failure to render medical or nursing treatment or any other health-related care, and the administration of drugs or use of medical supplies, apparatus, appliances and equipment. This policy shall provide coverage against the aforementioned risks in the amount of not less than two million dollars

(\$2,000,000) per occurrence, and five million dollars (\$5,000,000) aggregate. Triton will provide proof of insurance to Health Center upon request.

Health Center shall maintain in force for the duration of this Agreement comprehensive malpractice or professional liability insurance providing coverage against all claims, demands, loss of judgments arising out of any act or omission of students or faculty, with respect to the rendering or failure to render medical or nursing treatment or any other health-related care, and the administration of drugs or use of medical supplies, apparatus, appliances and equipment. This policy shall provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$2,000,000) per occurrence, and five million dollars (\$5,000,000) aggregate. Health Center shall name Triton as an additional insured and shall provide proof of insurance to Triton upon execution of this Agreement.

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

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

Triton, 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.

II. HEALTH CENTER SHALL:

- A. Maintain the standards required for approval and/or accreditation for the educational program(s).
- B. Make available, and permit the use of, the following by Triton faculty and students:
 - 1. Patient care and patient service facilities, clinical areas;
 - 2. Rooms, or areas, in which groups of students may hold discussions and receive clinical instruction;

3. Supplies and equipment commonly available for patient care, and sources of information for educational purposes;
 4. Conference room and library.
- C. Provide emergency medical care in cases of accidents occurring on duty; however, all students are solely responsible for their own medical fees.
 - D. Designate a member of its staff qualified in Program to serve as coordinator. The coordinator will represent Health Center in matters related to Program.
 - E. Provide services of its staff when/where possible on a guest lecturer basis with the mutual agreement of Health Center and Triton.
 - F. Assure that students, while performing as such, will not replace members of Health Center staff.

III. TRITON SHALL:

- A. Assume responsibility for any necessary approval by the Illinois Community College Board.
- B. Provide qualified faculty members, who are competent practitioners.
- C. Plan all clinical instruction, hours, days, and places of assignment in cooperation with, and with the approval of, the Medical Director of the Department or his/her designated representative.
- D. Be responsible for student grading.
- E. Advise students of the requirement to observe policies, procedures, and other regulations imposed by Health Center in connection with professional conduct and patient welfare. These rules and regulations shall be covered by the immediate supervisor of the students during the first day of clinical study and/or during the orientation. Health Center may resolve any problem situation in favor of the patient's welfare and restrict, limit, or end student involvement until any incident in question can be clarified by Health Center staff and any involved faculty member. Triton shall withdraw, upon recommendation, any student(s) who fail(s) to meet the standards agreed upon.
- F. Make all reasonable efforts to assure that students will be subject to the authority, policies, and regulations of Health Center.
- G. Advise students of the requirement to submit complete physical examination forms, as required by Health Center.

H. Comply with the removal of a student from Health Center if after a conference it is the reasonable opinion of Health Center that the student's performance or conduct is detrimental to patients or Health Center personnel.

I. Require students to carry hospitalization insurance.

J. Require students to maintain current CPR certification

IV. HEALTH CENTER AND TRITON SHALL:

A. Jointly develop a clinical instruction guide designed to meet the educational aims of the entire Program curriculum. The clinical instruction guide shall describe the proposed clinical areas, patient care, and patient service facilities to be utilized by Triton.

B. Have the right to request conferences to be scheduled at regular intervals for the purpose of planning, discussing, and enhancing the Program.

V. IT IS FURTHER AGREED THAT:

A. The terms and conditions of the Agreement may be amended, deleted, or new provisions added from time to time upon written agreement of the authorized agents of the parties.

B. This writing shall constitute the sole agreement between the parties.

C. This Agreement shall commence upon execution by duly authorized officer of the parties hereto, in their official capacities only, and shall have an initial term of one (1) year.

D. This Agreement will automatically renew for additional one (1) year terms unless either party provides notice of intent to terminate the Agreement as provided herein.

E. Either party may terminate the Agreement upon written notice of one (1) semester or five (5) months, whichever is less, to the other party with or without cause. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the then current clinical rotation under the terms and conditions stated herein.

F. This Agreement shall be construed under the laws of Illinois. If any provision shall be invalid under such laws, such invalidity shall not invalidate the entire agreement, but it shall be construed as if not containing the particular provisions held to be invalid, and all rights and obligations of the parties shall be construed and enforced accordingly. All disputes shall be resolved in the Circuit Court of Cook County.

- G. Each of the parties hereto, and the individuals executing the Agreement for them, represent to the other party that they have the requisite power and authority to make and enter into this agreement and to perform its obligations thereunder, and that this agreement does not violate any provisions of the corporate charter or bylaws of any corporate party or any statute, act, or ordinance under which any unincorporated institution party hereto is organized, or violate any agreement or commitment executed or made by any party.
- H. Health Center assumes full responsibility for the payment of all federal, state and local taxes incurred by Health Center as a result of this Agreement.
- I. This Agreement is executed by an authorized representative of Triton College in the representative's official capacity only and the representative shall have no personal liability under this Agreement.
- J. Health Center represents that it possesses all professional or business licenses required by law, if any, and all qualifications and accreditations necessary to fully perform its obligations.
- K. In no event shall either party be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings.
- L. Health Center certifies that it maintains a written sexual harassment policy and a Drug Free Workplace in conformance applicable law.
- M. Time is of the essence of this Agreement.
- N. Notices required to be sent hereunder shall be sent by prepaid registered mail with return receipt requested, and are effective upon receipt.

NOTICES TO HEALTH CENTER SHALL BE SENT TO:

Greater Family Health

3150 W Higgins Rd. Suite 130

Hoffman Estates, IL 60169

Attention: Guadalupe Fonseca

LFonseca@greaterfamilyhealth.org

NOTICES TO TRITON COLLEGE SHALL BE SENT TO:

Triton College
2000 North Fifth Avenue, RM H-120
River Grove, Illinois 60171
Attn: Pamela Harmon, Dean of Health Careers and Public Service Programs
With a copy to:

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

FOR GREATER FAMILY HEALTH:



TITLE Guadalupe Fonseca, Chief Operating Officer

DATE 3/27/23

FOR TRITON COLLEGE:

TITLE Mark R. Stephens, Board Chairman

TITLE Tracy Jennings, Secretary

DATE _____

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

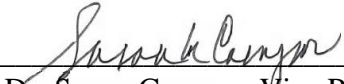
Meeting of May 16, 2023

ACTION EXHIBIT NO. 16876

SUBJECT: AGREEMENT WITH LA RABIDA CHILDREN'S HOSPITAL

RECOMMENDATION: That the Board of Trustees approve an Affiliation Agreement with LA Rabida Children's Hospital. The term of this Agreement shall commence May 17, 2023, and shall run for three (3) years. Thereafter, this Agreement shall automatically renew for two (2) successive one (1) year terms. Either party may terminate the Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event, that this Agreement is terminated or not renewed for a subsequent term, students who are participating in the clinical learning experience at the time of termination shall be allowed to complete such assignment under the terms and conditions therein set forth. There is no cost to the college for this Agreement.

RATIONALE: This Agreement will enable students in Triton College's Nursing program to participate in clinical education experiences at LA Rabida Children's Hospital.

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



**AFFILIATION AGREEMENT
BETWEEN**

Triton College

**AND
LA RABIDA CHILDREN'S HOSPITAL**

THIS AGREEMENT (the “Agreement”) is entered into this 17th **day of** May, **2023** (the “Effective Date”) by and between **LA RABIDA CHILDREN'S HOSPITAL (“La Rabida” or the Facility)** and Community College District 504, commonly known as Triton College, (**the “School”**).

WHEREAS, the School desires to utilize the Facility site for the purpose of providing practical learning and clinical experiences;

WHEREAS, La Rabida desires to provide the practical learning and clinical experiences to School’s participating students (“Student(s)”) as contemplated in this Agreement; and

WHEREAS, the School agrees to ensure compliance with La Rabida’s practical learning and clinical experiences program (“Clinical Education Program”) requirements as designated in **Exhibit A** in connection with students of the School.

NOW THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Educational Experience**. The School shall have sole responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School’s curriculum.

2. **Professional Liability Insurance**. The School agrees to provide Facility with a certificate of insurance showing that School’s students participating in practicum have professional liability insurance coverage with primary limits of Two Million Dollars (\$2,000,000) per occurrence or claim / Five Million Dollars (\$5,000,000) annual aggregate, with excess coverage limits of Two Million Dollars (\$2,000,000) per occurrence or claim, for a combined minimum total of Five Million Dollars (\$5,000,000) in aggregate covering the acts of such student or instructors while participating in the program at the Facility. In the event required insurance coverage is not provided or is canceled, the Facility may immediately terminate the placement of the student.

(a) **General Liability**. Subject to applicable state law, neither party to this Agreement, or its officers, trustees, employees, or students, shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.

(b) **Worker’s Compensation**. Where Worker’s Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

3. **School Liaison**. The School will designate a faculty or professional staff member to coordinate and act as the liaison person with the Facility. The assignments to be undertaken by the

Students participating in the educational program will be mutually arranged and a continuous exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances. School, however, shall maintain control over all aspects of the educational program of students.

4. **CPR Certification.** The School shall require and ensure that all participating Students have met all requirements of CPR certification, hepatitis B vaccination, seasonal influenza vaccination and compliance with OSHA requirements for prevention of transmission of blood borne pathogens and TB. The School shall provide evidence that students have met all requirements to Facility upon request.

5. **Criminal Background and Drug Screens.** A criminal background check and drug screens, as required by and acceptable to the Hospital are required of each placed Student prior to participation in the clinical rotation. **It is the Student responsibility to ensure that the background check and drug screening have been completed and is submitted to LaRabida prior to the onset of a clinical rotation. In the event LaRabida determines that a student report indicates an unacceptable result in such criminal background check or drug screen, LaRabida shall inform School and School shall not place the Student at a LaRabida site.**

6. **Notifications to Students.** The School shall notify each Student prior to arrival that the Student is responsible for:

- (a) Following the administrative policies, standards, and practices of the Facility and all applicable laws and regulations;
- (b) Obtaining medical care at the Student's sole cost and expense for any injuries sustained as a direct or indirect result of their affiliation with the Facility;
- (c) Costs of transportation and living arrangements;
- (d) Reporting to the Facility on time and following all established regulations during the regularly scheduled operating hours of the Facility;
- (e) Conforming to the standards and practices established by the School while functioning at the Facility;
- (f) Obtaining prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience; and
- (g) Meeting the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of the Joint Commission.

B. FACILITY RESPONSIBILITIES

1. **Available Facilities.** Subject to the provisions of **Section C** of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to Students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

2. **Professional Liability Insurance.** The Facility agrees to provide School with a certificate of insurance showing that Facility have professional liability insurance coverage with primary limits of One Million Dollars (\$1,000,000) per occurrence or claim / One million Dollars (\$1,000,000) annual aggregate, with excess coverage limits of Two Million Dollars (\$2,000,000) per occurrence or claim, for a combined minimum total of Three Million Dollars (\$3,000,000) in aggregate.

- (a) **General Liability:** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.
- (b) **Worker's Compensation.** Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.
3. **Facility Rules and Regulations.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards and practices of the Facility.
4. **Jointly Planned Educational Experience.** While at the Facility, Students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a Student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care; providing adequate supervision of Students to the extent the on-site facility practicum necessitates.
5. **Emergency Situations.** La Rabida is a specialty children's hospital. In the event of an Emergency situation, first aid/assistance may be offered and the use of 911 would be called for emergent treatment and transfer to an acute care hospital. It is the student's responsibility to bear any and all costs of the emergency treatment.
6. **Facility Liaison.** The Facility shall designate a liaison who is responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program.
7. **Credentials.** The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing Student(s) experiences.
8. **Coordinator Change.** The Facility shall, notify in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.
9. **Facility Tours.** The Facility shall, on reasonable request and subject to legal restrictions upon disclosure of patient health information, permit a tour of its clinical facilities, services available for clinical experiences, and such other items pertaining to the clinical learning experiences by representatives of the School or agencies, or both, charged with responsibility for approval of the facilities or accreditation of the curriculum.
10. **Policies, Standards and Practices.** The Facility shall provide the Student (s) and the School with the Facility's Administrative policies, standards and practices relevant to the clinical placement prior to the placement of any students.
11. **FERPA.** The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1231 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's Students who train at the Facility pursuant to this agreement.

C. OTHER RESPONSIBILITIES:

1. **HIPAA.** The School agrees to abide by and inform its faculty and students of the requirement to abide by all applicable state and federal laws, rules, and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. Solely for the purpose of defining their role in relation to the use and disclosure of Facility's protected health information, such students are defined as members of the Facility's workforce, as that term is defined by HIPAA, when engaged in activities pursuant to this Agreement. However, students are not and shall not be considered to be employees with the Facility. In addition, the School agrees that a student's breach of Facility's policies concerning confidentiality shall be grounds for student discipline by School, including dismissal from the educational program and/or removal from the Facility. The parties will notify one another if there are known breaches of this confidentiality. If during the term of this Agreement, the Department of Health and Human Services, Office of Civil Rights or any other empowered federal or state agency, court or administrative tribunal determines that School or any other educational institution similar to the School is a Business Associate ("**Business Associate**") as described in the federal privacy regulations, the parties shall negotiate a Business Associate Agreement.

2. **Course Instruction.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning Dates and length of experience shall be mutually agreed upon by the School and the Facility.

3. **Eligible Students.** The number of Students eligible to participate in the clinical placement will be mutually determined by agreement of the parties and may be altered by mutual agreement. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the school and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. **Evaluation.** Evaluation of the clinical learning experiences of the Students will be accomplished jointly by the School and the Facility. Regular communication will be jointly maintained by appropriate the School and the Facility staff for the purpose of reviewing and evaluating current clinical experiences being offered to students. School shall remain solely responsible for the assignment of grades and academic credit.

5. **Removal of Students.**

- (a) The School has the right to remove any Student participating in the Clinical Education Program. The School shall notify the Facility of such removal in writing.
- (b) The Facility may immediately remove any Student participating in the Clinical Education Program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of the Facility's patients, staff members, visitors, or to the Facility's operations. In such event, the Facility shall notify the School in writing of its actions

and the reasons for its actions within 24 hours. If the Facility desires to remove a Student for any other reason, Facility shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM AND TERMINATION.

1. **Term.** The Term of this Agreement shall be for **three (3) years**, to commence on **the Effective Date**. **THEREAFTER, THIS AGREEMENT SHALL AUTOMATICALLY RENEW FOR TWO (2) SUCCESSIVE ONE (1) YEAR TERMS.**

2. **Termination.** **Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party.** In the event that this Agreement is terminated or not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. MISCELLANEOUS

1. **Qualifications.** The School agrees that any on-site School faculty members shall be appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures upon request.

2. **Assignment.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

3. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same is in writing and signed by the authorized agents of the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the authorized agents of the parties.

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

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

5. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue as valid and enforceable to the fullest extent permitted by law.

6. **Non-Discrimination.** Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students, because of race, religion, ethnic or national origin, gender, sexual orientation, marital status, age, disability, veteran status, or any other status as protected or prohibited by law, and shall abide by all applicable federal and state anti-discrimination laws and regulations in the performance of this Agreement. Each party certifies that it is an equal opportunity employer.

7. **Workplace Conduct.** Each party certifies that it maintains a written Sexual Harassment Policy and a Drug Free Workplace Policy in compliance with applicable law.

8. No Employment or Agency. No assigned Student or School faculty member under this agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility. Facility acknowledges and agrees that students are not employees or agents of School for purposes of this Agreement.

_____No assigned Facility employee participating in the Program under this agreement shall in any way be considered an employee or agent of the School, nor shall any such employee be entitled to any fringe benefits, Worker's Compensation, disability benefits, accrual of tenure, or other rights normally afforded to employees of the School. School acknowledges and agrees Facility employees are not employees or agents of School for purposes of this Agreement.

9. Notice to Parties. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following



addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Nursing Education Department
La Rabida Children's Hospital
6501 S. Promontory Drive
Chicago, IL 60649
Attention: Sylvia Williams, MSN, RN. Nursing Education Coordinator
Fax (773) 363-1144
Phone (773) 256-5999

With a Copy to:

Theresa Martinez
Vice President, Patient Care Services
La Rabida Children's Hospital
6501 S. Promontory Drive
Chicago, IL 60649
Phone: (773) 753-8633
Fax: (773) 363-1144

If to the School:

Triton College
2000 5th Ave.
River Grove, IL 60171
Attn: Pamela Harmon, Dean, Health Careers and Public Service Programs
Phone: 708-456-0300
Facsimile: _____

With a Copy to:

Stanley T. Kusper, Jr.
Kusper & Raucci Chartered
30 North LaSalle Street
Chicago, IL 60602
Phone: (312) 332-5000
Fax: (312) 332-4663

Or to such other address as the parties may specify in writing from time to time.

10. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof. All disputes shall be resolved in the Circuit Court of Cook County, Illinois.

11. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute.

12. No Third-Party Beneficiaries. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal

representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

13. Successors. This Agreement shall be binding upon the School and the Facility, their successors, employees, agents, and assigns, during the initial term of this Agreement and any extensions thereof.

14. 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.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]



IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

LA RABIDA CHILDREN'S HOSPITAL

SCHOOL

Name: Kimberly Chmura

Name: Mark R. Stephens

Signature: *Kimberly Chmura*

Signature: _____

Title: General Counsel

Title: Board Chairman

Date: 4/13/2023

Date: _____



**EXHIBIT A
PROGRAM SPECIFIC REQUIREMENTS CHECKLIST**

The School will ensure that the following requirements are met for each Student:

REQUIRMENT	REQUIREMENT MET
1. Proof of students professional liability insurance	<input type="checkbox"/>
2. Verification that students have met requirements for	<input type="checkbox"/>
A. Current healthcare provider CPR Card	<input type="checkbox"/>
B. Hepatitis Vaccination	<input type="checkbox"/>
C. Compliance with OSHA requirement for prevention of transmission of blood born pathogens and TB	<input type="checkbox"/>
D. If positive Tuberculin Screening, provide chest x-ray results	<input type="checkbox"/>
3. Criminal Background Check	<input type="checkbox"/>
Please indicate type of check _____	
4. Drug Screen	<input type="checkbox"/>
Please indicate type of screening _____	
5. Abuse/Neglect background check (CANTS)	<input type="checkbox"/>
6. Evidence of relevant faculties' certifications or licensures	<input type="checkbox"/>
7. Other _____	<input type="checkbox"/>

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16877

SUBJECT: AGREEMENT WITH NORTHWEST COMMUNITY HEALTHCARE

RECOMMENDATION: That the Board of Trustees approve a Northwest Community Healthcare Program Memorandum for Sterile Processing, [subject to the Northshore University HealthSystem Master Affiliation Agreement (BOT approved 2/12/22 A/E # 16713)]. This Memorandum shall commence May 17, 2023 and run until terminated. This Memorandum may be terminated at any time by either party upon thirty (30) days advanced written notice. Termination of this Memorandum shall not impact the Master Affiliation Agreement. Any student in clinical rotation at the time of termination shall be permitted to complete the educational experience in which they are already engaged under the terms and conditions stated therein. There is no cost to the college for this Agreement.

RATIONALE: This Agreement will enable students in Triton College's Sterile Processing program to participate in clinical education experiences at Northwest Community Healthcare.

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

PROGRAM MEMORANDUM

This Program Memorandum is entered into this 17th day of May 2023 between: Illinois Community College District 504, commonly known as Triton College (hereinafter “SCHOOL”) and NORTHWEST COMMUNITY HEALTHCARE, a subsidiary of NORTSHORE UNIVERSITY HEALTHSYSTEM, including its wholly owned subsidiaries, (“SITE”).

This Program Memorandum, which covers the *Sterile Processing* SITE, is made a part of the latest Master Affiliation Agreement between SCHOOL and NORTSHORE UNIVERSITY HEALTHSYSTEM (“HOSPITAL”).

1. SITE agrees to participate as a fieldwork site to enable students to obtain practical training and experience in *Sterile Processing*, and to provide the equipment, facilities and supplies which are necessary to achieve the educational objectives of the program.
2. SCHOOL and SITE will each designate a faculty member to coordinate and act as liaison person. Individual assignments to be undertaken by participating students will be mutually arranged, and a continuous exchange of information will be maintained by onsite visits when practical and by letter or telephone in other instances. Assignments shall be mutually arranged and planned at least four (4) weeks prior to the start date of the clinical experience.
3. At least one semester prior to the field assignment, the determination of the number of students shall be a joint decision between SCHOOL and SITE based on staff and space available, and eligible students enrolled in the program.
4. While in SITE, students will have the status of trainees and are not to render patient care and/or services except as identified for educational value. Any such direct contact between a student and a patient shall be only when a supervisor is available for consultation and supervision. SITE shall remain solely responsible for the provision of all patient care.
5. The fieldwork educational program will provide the *Sterile Processing* student with the opportunity to develop increased knowledge and skill in: *Decontamination, Tray prep, and Sterilization Techniques*.
 - Patient assessment, program planning and treatment including discharge planning and referral to appropriate resources.
 - Communicating patient progress and treatment results to increase professional skills.

6. Regular communication will be jointly maintained for the purpose of reviewing and evaluating individual student performance. Students shall be evaluated using The School's Field Evaluation guidelines. SCHOOL shall remain solely responsible for the assignment of all grades and the determination and issuance of academic credit.
7. The clinical experiences offered to students in the program in *Sterile Processing* will be evaluated on a regular basis by the SCHOOL and SITE. This Program Memorandum will be executed every two years to signify continuing agreement with the educational value of the fieldwork program.
8. SITE shall make all orientation, online learning, and all SITE policies and procedures available to student on its Intranet page which is accessible only when on-site at SITE.
9. This Program Memorandum may be terminated at any time by either party upon thirty (30) days' advanced written notice. Termination of this Program memorandum shall not automatically terminate or otherwise effect this Master Affiliation Agreement. Any Student performing pursuant to the Master Affiliation Agreement and this Program Memorandum at the time of the termination of this Program Memorandum shall be permitted to complete the educational experience in which they are already performing under the terms and conditions stated in this Program Memorandum and the Master Affiliation Agreement.
10. In the event of a conflict between this Program Memorandum and the Master Affiliation Agreement, this Program Memorandum shall prevail. All terms not addressed by this Program Memorandum shall be governed by the terms and conditions of the Master Affiliation Agreement.

Any notice or communication required by this Agreement shall be in writing and shall be given and deemed to have been given if (a) hand delivered; or (b) sent via overnight delivery; or (c) sent via facsimile; or (d) sent via electronic mail addressed as follows:

Notice to SCHOOL shall be sent to:

Pamela Harmon, Dean Health Careers
2000 5 th Ave. Office H-120
River Grove, IL 60172

Notice to HOSPITAL shall be sent to:

John Gurr CRCST, CHL Sterile Processing Manager
800 West Central Road
Arlington Hts. Il. 60005

Signatures appear on the following page

TRITON COLLEGE

**NORTHWEST COMMUNITY
HEALTHCARE**

Mark R. Stephens
Board Chairman

Rich Casey
EVP, Hospital Operations

Date

Date

Name, Credentials
Title

John Gurr, CRCST, CHL,
Sterile Processing Manager

Date

Date

TRITON COLLEGE, District 504
Board of Trustees

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16878

SUBJECT: LIBRARY MEMBERSHIP AND DATABASES PURCHASES THROUGH
NILRC

RECOMMENDATION: That the Board of Trustees grant the Library permission to issue an
Open Purchase Order to NILRC (Network of Illinois Learning Resources in Community
Colleges). The term of service is July 1, 2023 to June 30, 2024 and will not exceed \$50,000.

RATIONALE: NILRC is the statewide organization that represents community college
libraries in Illinois. NILRC negotiates with vendors to provide group pricing on online
databases and library materials and supplies and organizes professional development
opportunities for library and college staff. The P.O. will be used to pay the annual NILRC
membership and subscriptions to online databases.

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 May 16, 2023

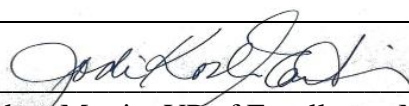
ACTION EXHIBIT NO. 16879

SUBJECT: LIBRARY MEMBERSHIP & DATABASE PURCHASES THROUGH CARLI

RECOMMENDATION: That the Board of Trustees grant the Library permission to issue an Open Purchase Order to University of Illinois at Urbana-Champaign as the fiscal agent for CARLI (Council of Academic and Research Libraries in Illinois). The term of service is July 1, 2023 to June 30, 2024 and will cover the membership of I-SHARE and database costs not to exceed \$100,000.

RATIONALE: CARLI is the statewide organization that represents academic libraries in Illinois. CARLI offers a statewide shared online catalog called I-SHARE and negotiates with vendors to provide group pricing on online databases and organizes professional development opportunities for library staff. The membership fee includes memberships in CARLI, I-SHARE, and subscriptions to online databases.

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 May 16, 2023

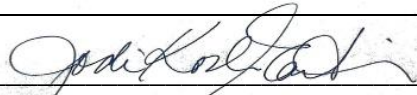
ACTION EXHIBIT NO. 16880

SUBJECT: AGREEMENT WITH REUP EDUCATION

RECOMMENDATION: That the Board of Trustees approve the Agreement with ReUp Education, a company that helps re-enroll adult students. This Agreement will be effective June 1, 2023 and will remain in effect for 3 years. ReUp will receive a fee of 35% of the net tuition received for each semester in which a stopout student re-enrolls.

RATIONALE: The U.S. Department of Education reports 40% of students in the U.S. start yet do not finish post-secondary education. These students are commonly referred to as “stopout” students. ReUp Education partners with institutions to recapture tuition revenue, increase graduation rates, and help adult students achieve their degree by re-enrolling stopout students. ReUp Education has helped re-enroll 22,000 adult students and recapture over \$80 million in lost tuition for their partners. Triton College’s business services department checked ReUp references with Oakton Community College which has an established partnership with ReUp. Oakton stated their satisfaction with their relationship and shared success stories with the revenue distribution arrangement and coaching model, bringing students back to college.

Submitted to Board by: _____



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

Board Officers’ Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

PROGRAM COOPERATION AGREEMENT

This Program Cooperation Agreement (“**Agreement**”) is made and entered into effective as of June 1, 2023 (the “**Effective Date**”) by and between ReUp Education, Inc., a Delaware corporation, with its mailing address at 9901 Brodie Lane, Suite 160, #229, Austin, TX 78748, or, at its election, any Affiliate thereof (“**ReUp**”), and Triton College (“**Institution**”). ReUp and Institution may hereinafter be referred to individually as a “**Party**” and collectively as the “**Parties.**”

RECITALS

WHEREAS, ReUp is in the business of providing assistance to learners in finding and staying at educational institutions and providing certain “bundled services” (as such term is used in the DCL as defined below) to assist academic institutions in the location, enrollment, and retention of students, consisting of, without limitation, certain interrelated marketing; communication; application assistance; data analytics; and coaching/counseling services;

WHEREAS, the Parties desire to provide certain academic, administrative and operational services and cooperate to deliver the Programs as set forth in this Agreement and the Program Term Sheet(s) related hereto; and

WHEREAS, this Agreement provides the terms and conditions upon which ReUp will provide various bundled services (collectively, “**Services**”) to the Institution;

NOW THEREFORE, in consideration of the foregoing premises and the mutual covenants and agreements contained herein, ReUp and Institution agree as follows:

ARTICLE 1 DEFINITIONS

1.1 Definitions. Unless otherwise expressly defined in this Agreement, capitalized terms shall have the meanings set forth in Exhibit A.

ARTICLE 2 SERVICES

2.1 Services. Each Party shall provide the services allocated to it in support of the Programs identified in the Program Term Sheet(s), subject in all cases to the terms and conditions set forth in this Agreement. The initial Program Term Sheet is attached hereto as Exhibit B. In the event of any ambiguity or conflict between a provision of this Agreement and a provision of a Program Term Sheet (“**PTS**”), the provision of this Agreement shall prevail unless such PTS expressly provides that the provision in such PTS shall prevail over the provision in this Agreement, in which case the provision in such PTS shall prevail with respect to such PTS only. The Services that ReUp provides under this Agreement shall be “bundled services,” as such term is used in the DCL, consisting of such interrelated marketing, communication, application assistance, data analytics, and coaching/counseling services and other services, as applicable, as set forth in the applicable PTS.

2.2 Institutional Responsibilities. Except as otherwise set forth in any PTS, the Institution shall be responsible for the provision of the Core Institution Functions and the procurement and maintenance of all Educational Approvals and other approvals, permissions, and licenses required for the delivery of the Core Institution Functions and the Programs.

ARTICLE 3 PAYMENT

3.1 Compensation. Institution shall pay ReUp all fees specified in any PTS for the Services, in accordance with the terms and conditions of this Agreement and such PTS. All fees shall be paid to ReUp in U.S. Dollars in the time, manner, and frequency set forth in the applicable PTS, and the Services ReUp provides shall be invoiced in a manner which reflects the bundled nature of the Services (e.g., there shall be no separate invoicing/itemization of, and no separate payment for, student recruitment services; rather, the bundled services that ReUp provides shall be invoiced/presented, and paid for, in a collective/bundled manner). Upon expiration of the PTS term or earlier termination of this Agreement, Institution shall remain obligated to pay ReUp the entire compensation otherwise payable to it for all Returning Students who continue to participate in the program in accordance with the PTS. Institution shall continue these payments until all Returning Students have graduated, or otherwise permanently withdrawn from the Programs.

3.2 Taxes. Each Party shall be responsible for its own federal, state, and local tax obligations, liabilities, levies, and duties of any kind or nature, as well as the filing of all applicable reports and returns. Institution shall be responsible for obtaining any and all tax exemptions for which it may qualify related to any of the Services provided pursuant to a PTS.

ARTICLE 4 TERM; TERMINATION

4.1 Term. The term of this Agreement shall commence on the Effective Date and shall terminate upon the date of expiration or termination of the final effective PTS (the “**Initial Term**”), unless terminated sooner as set forth in Section 4.2. Upon the expiration of the Initial Term, this Agreement shall automatically renew for successive one (1) year terms (each, a “**Renewal Term**” and together with the Initial Term, the “**Term**”) unless either Party notifies the authorized agent of the other Party in writing of its intent not to renew this Agreement no less than one hundred eighty (180) days prior to the expiration of the then-current Term. Re-Up shall be obligated to provide Institution with at least thirty (30) days advance notice of the date upon which a notice of termination shall be provided, such notice to be provided in a manner as set forth in this Agreement.

4.2 Termination for Breach. This Agreement or the applicable PTS may be terminated by either Party if the other is in material breach of any provision of this Agreement or the applicable PTS, but only after written notice of default and opportunity to cure in accordance with the next sentence has been given to the breaching Party. The notice of default must set forth with reasonable specificity the time, place, and nature of the alleged breach and must provide for an opportunity to cure of at least thirty (30) days following receipt of notice. If the Party receiving the notice has not cured the breach before the end of the cure period, then the Party giving notice may terminate this

Agreement by giving the breaching Party written notice of termination, which will be effective upon delivery.

4.3 Effect of Termination. Upon any expiration or termination of this Agreement, ReUp and Institution shall promptly cease suggesting a continuing relationship between the Parties or some endorsement by any Party of the Program. In the event of a termination arising from a breach by ReUp, all continuing obligations for payment shall cease immediately upon termination.

4.4 Survival. Notwithstanding the expiration or termination of this Agreement for any reason, the following provisions of this Agreement and any other rights or obligations which by their nature are intended to survive, shall survive expiration or termination of this Agreement: Sections 4.3, 4.4, 9.1, and 9.10 hereof, and Articles 3 (until each Party's obligations thereunder are fully satisfied, except as otherwise set forth in this Agreement), 5, 6, 7, and 8 hereof. No termination or expiration of this Agreement and/or any PTS shall relieve Institution of any obligation arising from or relating to any Services performed prior to such termination or expiration, or any other obligation that is intended to survive such termination or expiration.

ARTICLE 5 INTELLECTUAL PROPERTY; CONFIDENTIALITY

5.1 Intellectual Property.

(a) Subject to the terms and conditions of this Agreement, each Party (“**Licensor**”) hereby grants to the other Party (“**Licensee**”) a worldwide, non-exclusive, non-transferable, royalty-free, fully-paid license to use Licensor’s Marks during the Term of this Agreement and solely in connection with its performance of its obligations or exercise of its rights as set forth in this Agreement, which shall include, without implication of limitation, the right of Licensee to display and otherwise use Licensee’s Marks on Licensor’s website to generally identify the relationship of the Parties in pursuit of the commitments and undertakings of this Agreement. Licensee shall use Licensor’s Licensed Marks solely in accordance with Licensor’s written graphic standards and other guidelines provided to Licensee. As between the Parties, all goodwill resulting from the foregoing use will inure solely to the benefit of Licensor. Licensee shall not (and shall not cause a third party to) contest the rights of Licensor in the Licensed Marks.

(b) Institution hereby grants to ReUp a non-exclusive, royalty-free, fully-paid, right and license (with the right to grant sublicenses) to reproduce, prepare derivative works of, distribute, and otherwise use Student Data in connection with ReUp’s performance under this Agreement and for any purpose consistent with applicable Laws and in a manner consistent with the provisions of Section 5.2 as set forth below.

(c) The Parties acknowledge and agree that each Party shall retain ownership of all of its Intellectual Property, whether created, generated, conceived, reduced to practice, or developed by or on behalf of such Party before, on, or after the Effective Date, and nothing herein shall be deemed to grant any assignment or transfer of ownership rights of any kind or nature in or to such Intellectual Property to the other Party.

(d) Only the licenses and rights expressly granted herein shall be of legal force and effect. No license or other right shall be created hereunder by implication, estoppel or otherwise.

5.2 Confidential Information and FERPA.

(a) The Parties acknowledge that (i) each may have received and may continue to receive Confidential Information of the other Party during the term of this Agreement, and (ii) Student Data may include Student “education records” containing “personally identifiable information” protected under the Family Educational Rights and Privacy Act of 1974, codified as 20 U.S.C. §1232 et seq., and its implementing regulations 34 CFR Part 99 (“**FERPA**”) (other than FERPA, all terms in quotations used in this Section shall have the meanings ascribed under FERPA). For the purposes of this Agreement and each PTS only, ReUp shall be regarded as a “school official” with “legitimate educational interests” in the Student Data, as those terms have been defined under FERPA and its implementing regulations, and, in respect of ReUp’s performance and handling of Student Data under this Agreement, ReUp agrees to abide by the requirements imposed by 34 CFR §99.33(a) on school officials. Except as otherwise mutually agreed in this Agreement or in a PTS, (i) ReUp will not re-disclose education records containing Student Data to third parties without the prior written consent of the Institution, and (ii) ReUp shall disclose Student Data solely on a need-to-know basis in pursuit of the commitments and undertakings of this Agreement, and shall limit disclosure to those individuals within its organization that have a “legitimate educational interest”. Either Party in receipt of Confidential Information from the other/Disclosing Party may provide access to and use of the Disclosing Party’s Confidential Information to those third parties that have a need to know/access such Confidential Information in connection with the Receiving Party’s performance hereunder (and/or other permissible acts of the Receiving Party) and have agreed to confidentiality obligations similar to those set forth in Sections 5.2(b) and 5.2(c).

(b) Each Party shall take reasonable precautions to protect and preserve Confidential Information it receives from the other Party, including education records containing personally identifiable information. Each Party shall use the same degree of care that such Party utilizes to protect its own confidential information of a similar nature, which shall be no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the other Party’s Confidential Information and shall implement reasonable technical and organizational measures to protect such Confidential Information as may be required under Law. Each Party shall also implement reasonable technical and organizational measures to protect such information against accidental or unlawful destruction or loss and unauthorized disclosure or access, in particular where processing such information involves transmission over an electronic network. Each Party will inform the other Party promptly in writing if it becomes aware of any unauthorized use, disclosure or security breach regarding Confidential Information or education records containing personally identifiable information to enable appropriate remedial action required by organizational policy or Law and will cooperate reasonably in effectuating such remedial action.

(c) If either Party is compelled by Law or order of a court or other governmental authority of competent jurisdiction to disclose Confidential Information of the other Party, it may make such disclosure provided that it provides the Disclosing Party with prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance in contesting the compelled disclosure, at Disclosing Party’s cost.

(d) Each Party shall take reasonable precautions to protect and preserve Confidential Information it receives from the other Party. Each Party shall use the same degree of care that such

Party utilizes to protect its own confidential information of a similar nature, which shall be no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the other Party's Confidential Information and shall implement reasonable technical and organizational measures to protect such Confidential Information as may be required under Law. Each Party shall also implement reasonable technical and organizational measures to protect such information against accidental or unlawful destruction or loss and unauthorized disclosure or access, in particular where processing such information involves transmission over an electronic network. Each Party will inform the other Party promptly in writing if it becomes aware of any unauthorized use, disclosure or security breach regarding Confidential Information to enable appropriate remedial action required by organizational policy or Law and will cooperate reasonably in effectuating such remedial action.

ARTICLE 6 REPRESENTATIONS AND WARRANTIES

6.1 Mutual Representations and Warranties. Each Party hereby represents and warrants as follows:

(a) Such Party has received all appropriate approvals to enter into and abide by the terms and conditions of this Agreement. The execution and delivery of this Agreement does not, and the performance by such Party (or any of its officers, directors or employees) of its obligations under this Agreement will not: (i) conflict with or violate any provisions of the articles of incorporation or bylaws or other organizational documents, as applicable, of such Party; or (ii) conflict with or violate any provisions of, or result in the maturation or acceleration of, any obligations under any material contract or other arrangement (including any confidentiality, non-competition or non-solicitation restrictions) or Law to which such Party or any of its officers, directors or employees is subject or to which such Party or any of its officers, directors or employees is a Party, and no third party has alleged any such conflicts. No third-party consents, approvals, or authorizations are necessary for the execution and delivery of this Agreement or the performance by such Party (or any of its officers, directors, or employees) of its obligations under this Agreement.

(b) Such Party is, and at all times will be, duly licensed, authorized, and qualified to do business and is, and at all times will be, in good standing in every jurisdiction in which a license, Educational Approval, authorization, or qualification is required for the ownership or leasing of its assets or the transaction of business of the character transacted by it, where the failure to be so qualified would have a material adverse effect on such Party's business or the performance of its obligations under this Agreement.

(c) Such Party is, and at all times during the term of this Agreement will, remain in material compliance with all Laws related to the pursuit of its respective commitments and undertakings under this Agreement.

6.2 Institution's Representations and Warranties. Institution hereby represents and warrants as follows: (i) it has obtained prior express written consent from Students where required under law; (ii) Student Data, including contact information, that Institution provides to ReUp is,

to Institution's best knowledge, the then-most up-to-date Student Data for that Student; and (iv) it has not received instructions by any means from its Students to stop communicating with them by phone or text regarding re-enrollment or otherwise (and, in the event that Institution is informed that a Student has requested not to be contacted regarding re-enrollment or otherwise, Institution will promptly notify ReUp of that request).

ARTICLE 7 RECORDS

7.1 Records. Each Party shall maintain, during the term of this Agreement and for so long as any payment obligations remain under this Agreement and/or any PTS and for at least two (2) years thereafter, complete and accurate accounting records, including, without limitation, records reflecting billing and payments, as required to properly administer the Program and this Agreement in compliance with Law.

7.2 Audit. During the term of this Agreement and for so long as any payment obligations remain under this Agreement and/or any PTS and for at least two (2) years thereafter, each Party shall have the right at reasonable times and with thirty (30) business days prior written notice to audit (or have its designated agent audit), at its cost and expense (except as set forth in the last sentence of this Section), the books and records of the other Party pertaining to this Agreement and/or any PTS. In the event that a Party designates an agent to perform an audit under this Section 7.2, such Party shall ensure that such agent is bound by a written agreement containing confidentiality provisions similar to those set forth in Sections 5.2(b) and 5.2(c) above.

ARTICLE 8 DISCLAIMER; INDEMNIFICATION; LIMITATION OF LIABILITY

8.1 No Warranty. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, ALL PRODUCTS, SYSTEMS, SERVICES, MARKS, AND LICENSED MATERIALS AND ALL RELATED INFORMATION, TECHNOLOGY, AND MATERIALS PROVIDED BY REUP HEREUNDER ARE PROVIDED "AS IS" AND, EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT (INCLUDING ANY PROGRAM TERM SHEET HEREUNDER), REUP MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO ANY OF THE FOREGOING. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, REUP HEREBY DISCLAIMS ALL IMPLIED WARRANTIES AND CONDITIONS, WHETHER STATUTORY, ARISING FROM COURSE OF DEALING, OR OTHERWISE INCLUDING, WITHOUT LIMITATION, TERMS AS TO QUALITY, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. IN ADDITION, REUP DOES NOT REPRESENT OR WARRANT THAT ACCESS TO ANY PRODUCTS, SYSTEMS, OR SERVICES PROVIDED BY REUP HEREUNDER WILL BE UNINTERRUPTED OR ERROR FREE, WILL MEET INSTITUTION'S NEEDS, OR THAT DATA WILL NOT BE LOST.

8.2 Indemnification. To the fullest extent permissible under Law, Institution shall indemnify, defend, and hold harmless ReUp and its Affiliates and its and their respective officers, directors, employees, and agents from and against any and all third-party claims (and the damages, causes of action, lawsuits, proceedings, judgments, charges, losses, costs, liabilities, and expenses

(including reasonable attorneys' fees) relating thereto and/or suffered or incurred as a result thereof) arising out of or relating to any negligence, violation of law, violation of any third party's rights, arising from the willful misconduct of Institution or any of its officers or employees.

To the fullest extent permissible under Law, ReUp shall indemnify, defend, and hold harmless Institution and its respective trustees, officers, directors, employees, and agents from and against any and all third-party claims (and the damages, causes of action, lawsuits, proceedings, judgments, charges, losses, costs, liabilities, and expenses (including reasonable attorneys' fees) relating thereto and/or suffered or incurred as a result thereof) arising out of or relating to any negligence, violation of law, violation of any third party's rights, arising from the willful misconduct of ReUp or any of its officers or employees.

8.3 Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, TO THE FULLEST EXTENT PERMITTED UNDER APPLICABLE LAW, EXCEPT FOR LOSSES ASSOCIATED WITH ANY BREACH OF A PARTY'S OBLIGATIONS SET FORTH IN SECTION 5.2(b) AND INSTITUTION'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 8.2, IN NO EVENT SHALL EITHER PARTY (INCLUSIVE OF ITS AFFILIATES) BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES OF ANY KIND OR NATURE WHATSOEVER, SUFFERED BY THE OTHER PARTY (OR ITS AFFILIATES), INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR GOODWILL, BUSINESS INTERRUPTIONS, OR OTHER ECONOMIC LOSS ARISING OUT OF OR RELATED TO THIS AGREEMENT, OR ANY USE OF OR FAILURE TO BE ABLE TO USE THE UNDERLYING REUP SYSTEMS AND PRODUCTS AVAILABLE TO INSTITUTION AS PART OF THE SERVICES.

8.4 INSURANCE. At all times that this Agreement remains in effect, ReUp shall maintain, at its own expense, the following insurance coverages on an occurrence basis through insurance companies rated at least A / XIV by Best's Key Rating Guide. ReUp shall provide written notice to Institution at least thirty (30) days prior to the cancellation, non-renewal, or material modification of any such policies. ReUp shall cause such insurance coverages to name Institution, its Board of Trustees, officers, employees and agents as additional insureds on a primary and noncontributory basis.

Commercial General Liability Insurance covering personal injury, bodily injury and property damage in the amount of Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) aggregate;

(b) Automobile Liability Insurance, including hired and non-owned vehicles, if any, in the amount of One Million Dollars (\$1,000,000) covering personal injury, bodily injury and property damage;

(c) Workmen's Compensation Insurance in the amount of the statutory minimum with an Employer's Liability coverage of at least Five Hundred Thousand Dollars (\$500,000); and

(d) Cyber Liability insurance coverage with a limit of at least One Million Dollars (\$1,000,000).

ARTICLE 9 MISCELLANEOUS

9.1 Force Majeure. A Party shall not be liable for any delay or failure to perform the Party's obligations (other than payment obligations) if such failure is as a result of acts of God (including fire, flood, earthquake, storm, hurricane, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, , lockout, pandemic, or interruption or failure of electricity or telephone service.

9.2 Assignment and Subcontracting. Neither this Agreement nor any rights or obligations hereunder may be assigned by any Party hereto without the prior written consent of the authorized agent of the other Party hereto. Any attempted assignment in violation of this section shall be null and void and of no force or effect. ReUp may, however, assign this Agreement without the prior consent of Institution to any Affiliate, subsidiary or successor-in-interest of ReUp. ReUp may subcontract any of its Services hereunder, following notice and an opportunity for termination at will by the Institution. In the event that Institution does not object to such subcontract, the subcontractor shall be required to verify its confidentiality obligations and its policies and procedures regarding the exchange and disclosure/re-disclosure of Student Data or any other such confidential information.

9.3 Relationship of Parties. The relationship between the Parties shall be that of independent contractors. Neither Party, nor its officers, employees, or agents shall be authorized to make representations nor commitments for the other Party except as expressly provided herein or in a written authorization properly executed by the other Party. Institution shall remain solely liable to its employees for all employment terms and conditions. ReUp shall remain solely liable to its employees for all employment terms and conditions. Notwithstanding the foregoing, Institution hereby authorizes ReUp to act as its agent in the performance of the Services set forth in each PTS that is entered into in accordance with this Agreement.

9.4 Notices. All notices which are required or may be given pursuant to the terms of this Agreement shall be in writing and shall be effective on the date of actual delivery to the other Party at the addresses provided below:

If to Institution:	Triton College 2000 5 th Ave River Grove, IL 60171 Attention: Jodi Koslow Martin TEL: (708) 456-0300 E-MAIL: jodikoslowmartin@triton.edu
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With a copy to:
Kusper & Raucci Chartered
30 North LaSalle Street
Suite 2121
Chicago, IL 60601
TEL: 312-332-5000
EMAIL: law@ksuperraucci.com

If to ReUp:

ReUp Education, Inc.
9901 Brodie Lane, Suite 160 #229
Austin TX 78748
Attention: Tinka Saxena, Chief Financial Officer
TEL: 512-565-5197
E-MAIL: tinka.saxena@reupeducation.com

or at such other address as any Party hereto shall have designated by notice in writing given in the manner set forth above to the other Party hereto.

9.5 Entire Agreement. This Agreement, including all Exhibits, Program Term Sheets, and other documents referred to herein and therein, which form a part hereof, embodies the entire agreement and understanding of the Parties hereto with respect to the subject matter hereof. There are no restrictions, promises, warranties, covenants, or undertakings, other than those expressly set forth or referred to herein. This Agreement supersedes all prior agreements and understandings between the Parties with respect to such subject matter.

9.6 Binding Effect. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns; nothing in this Agreement, express or implied, is intended to confer on any person (including any Students or faculty members of Institution) or entity other than the Parties hereto or their respective successors and assigns, any rights, remedies, obligations, or liabilities under or by reason of this Agreement, except that, (i) for the purposes of Section 8.2, the third-party indemnitees referenced in that Section are intended third-party beneficiaries of that Section, and (ii) for the purposes of Section 8.3, Affiliates entitled to limited liability protection per the terms of that Section are intended third-party beneficiaries of that Section.

9.7 Headings. The headings of the various Sections, Exhibits, and Program Term Sheets herein are inserted merely as a matter of convenience and for reference and shall not be construed as in any manner defining, limiting, or describing the scope or intent of the particular articles, sections, subsections, or appendices to which they refer or relate, or as affecting the meaning or construction of the language in the body of such articles, sections, subsections, or appendices or elsewhere in this Agreement.

9.8 Program Term Sheets and Exhibits. All Exhibits and Program Term Sheets referred to in this Agreement are, or in the case of Program Term Sheets, will be, attached hereto and are or shall be incorporated herein by reference as if fully set forth herein.

9.9 Governing Law, Disputes. This Agreement and the legal relations among the Parties hereto shall be governed by and construed in accordance with the laws of the State of Illinois, without regard to choice of law provisions. All disputes in connection with this Agreement that cannot be resolved through amicable negotiation between the Parties shall be submitted for dispute resolution in Circuit Court of Cook County, Illinois Notwithstanding the foregoing, either Party shall have the right to seek injunctive relief pursuant to any matter relating to this Agreement at any time. Any action for injunctive relief shall be filed in state or federal courts within the State of Illinois; both Parties hereby consent to the jurisdiction of such courts to adjudicate any such action. The prevailing Party in any litigated dispute arising from this Agreement, shall be entitled to seek an award of its attorneys' fees, and related costs, incurred in litigating any such dispute, including fees and costs incurred in litigating any appeal.

9.10 Amendment. Subject to Law, or as otherwise provided herein, this Agreement, including any PTS, may be amended or supplemented only by written agreement of the authorized agents of ReUp and Institution.

9.11 Governmental Immunity. Institution, 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.

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

9.13 Non-Discrimination. 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, sexual orientation, or any other factor as prohibited by law. Each party certifies that it is an equal opportunity employer and maintains a sexual harassment policy and Drug Free Workplace in compliance with applicable law.

9.14 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court, as the case may be, and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect.

9.15 Non-Exclusivity. It is expressly understood and agreed that this Agreement does not grant to Institution any exclusive privileges or rights with respect to the Services, and that ReUp may contract with any other entity(ies) or person(s) for the provision of such services, including any entities or persons in direct competition with Institution.

9.16 Compliance. Both parties acknowledge and agree that, in entering into this Agreement, it is their understanding, intent, and expectation that (i) the Services shall constitute "bundled services," as such term is used in the DCL, like "Example 2-B" on page 12 of the DCL, and (ii) the provision of the Services and any other bundled services for a single fee shall not violate the Incentive Compensation Rule (34 C.F.R. § 668.14(b)(22) (2011)) or any other Laws. ReUp specifically acknowledges and agrees that the compensation that it provides to its employees and any other entities or persons involved in providing the services referenced in any PTS, and to

the managers and supervisors of such employees and any such other entities or persons, as applicable, shall only be such compensation as is permissible under the Incentive Compensation Rule (34 C.F.R. § 668.14(b)(22) (2011)) and any applicable state licensing and accrediting requirements for individuals having direct communications with prospective students.

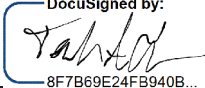
9.17 Student Opt-out. During initial communications, ReUp provides opportunities for students to opt out of coaching services. On an ongoing basis, ReUp provides opportunities for students to opt out of future marketing communications, at which point students are moved to a Do Not Contact list.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement through their duly authorized representatives.

REUP EDUCATION, INC.

TRITON COLLEGE

Sign:  _____
8F7B69E24FB940B...

Sign: _____

Name: Terah Crews

Print: Mark R. Stephens

Title: CEO

Title: Board Chairman

Date: 5/10/2023 | 7:56 AM PDT

Date: _____

EXHIBIT A DEFINITIONS

For the purposes of this Agreement, the following terms shall have the meanings set forth below.

“**Accrediting Agency**” means any entity that is recognized by the USDOE pursuant to 34 CFR Part 602 and shall include the applicable Institutional accrediting agency with jurisdiction over the Institution, as well as any programmatic accrediting agency with jurisdiction over a Program.

“**Affiliate**” means a person that, directly or indirectly (through one or more intermediaries), controls or is controlled by, or is under common control with, the person specified.

“**Associate Degree Graduates**” or “**Associate Graduates**” means any graduate of the Institution who is not currently enrolled in a four-year degree program and/or who has not yet graduated from a four-year degree program (as confirmed by the National Student Clearinghouse).

“**Confidential Information**” means any proprietary, trade secret, and confidential information, which may include, without limiting the generality of the foregoing, strategies and strategic plans, business opportunities, business plans, marketing plans, financial reports, statements and projections, trade names and marks, documents, programs, techniques, know-how, specifications, personnel information, customers and suppliers of either Party, personal data, or elements of this Agreement. Additionally, the Parties hereby agree that information disclosed by one Party, its employees or agents (“**Disclosing Party**”) to the other party (“**Receiving Party**”) which, by the nature of the circumstances surrounding the disclosure, ought in good faith be treated as proprietary or confidential information, including without limitation planning, financial, and all Student Data as defined in this Section, without any marking or further designation, will be considered “Confidential Information.” Confidential Information shall specifically include all information (regardless of format): (i) that relates to Institution’s Students, whether such information is provided by Institution, provided by Students, or created by ReUp pursuant to this Agreement (“**Student Data**”); and (ii) may include name(s), address(es), telephone number(s), e-mail address(es), social security number(s), student ID number(s), and credit card number(s). Except with respect to Student Data, Confidential Information shall not include any information that either Party can establish by legally sufficient evidence: (a) as generally known to the public or that such information came into the public domain without violation of any obligation of confidentiality in this Agreement; (b) previously disclosed and rightfully known by the Receiving Party, not in pursuit of this Agreement and without an obligation to the Disclosing Party to maintain its confidentiality; (c) was independently developed by the Receiving Party; or (d) is required to be disclosed in compliance with the law, including requests made under the Freedom of Information Act.

“**Core Institution Functions**” means the essential academic, fiscal and administrative control and oversight functions that are required to be performed by the Institution as a condition of its continuing Educational Approvals by any Educational Agency, including, without limitation, to the extent applicable, (a) the establishment of the standards for each Program (including each course therein), including the admission, progression and graduation standards, the learning objects and outcomes, and the qualifications of faculty and facilitators engaged to teach or facilitate courses in a Program; (b) the selection, appointment and removal of Program faculty; (c) the

establishment of the standards and processes for the evaluation of satisfactory academic progress; (d) the conduct of all Title IV student financial aid administration and the establishment of policies, processes and standards related thereto; (e) the academic oversight of the assessment of outcomes for each Program and course therein, the adequacy of instruction, the integrity of the administration of academic standards and processes, and the adherence to professional and ethical standards and practices; (f) approval of any exceptions to the admission standards with respect to any individual Student circumstances or in respect of a Program or course therein; (g) the determination of the adequacy of learning resource materials for the support of any Program or course therein; (h) the determination of the adequacy of the performance of the faculty and facilitators engaged to teach or facilitate courses in or provide academic leadership for Programs; (i) the establishment of the behavioral and disciplinary standards for Students; (j) the establishment of minimum standards for the admission of qualified and eligible Students and of approval procedures for making exceptions for the admission of any applicants who do not meet the minimum standards; (k) the awarding of academic credit, degrees, and other credentials to Students in each Program and course therein, including preparation of transcripts of credits and credentials; (l) the registration of Students; and (m) approval of final schedules of Program courses provided, however, that, for purposes of this Agreement, Core Institution Functions shall not include the Services, all of which shall be provided by ReUp as set forth in this Agreement and any PTS.

“Curriculum” means curricula, course materials, course wares, instructional videotapes, syllabi, instructional audio recordings, instructional software, instructional technology and know-how, academic policies, procedures and standards, handbooks and guidebooks, examinations and outcomes assessment policies, procedures and materials, online courses, programs and instructional materials, online formats, face pages and graphics, online instructional support materials, visual aids, course outlines, course content, and the contents of Educational Agency submissions, filings, reports, and documentation concerning any of the foregoing, but does not include the trade names, brands, trademarks, service marks, or other proprietary names or insignia of a Party exclusive of the Marks.

“DCL” means the Dear Colleague Letter published March 17, 2011 by the USDOE having identification number GEN-11-05 and the subject, “Implementation of Program Integrity Regulations”, which provides additional guidance on program integrity issues, specifically in the areas of state authorization, incentive compensation and misrepresentation.

“Educational Agency” means any entity with jurisdiction over the Institution that is an Accrediting Agency or a governmental entity with authority to regulate the offering and delivery of the Programs, including, without limitation, the USDOE.

“Educational Approvals” means any license, permit, consent, franchise, approval, authorization, certificate, USDOE approval or Accrediting Agency approval or member status authorization issued or required to be issued by an Educational Agency to the Institution, or to any Location with respect to any undertaking contemplated herein.

“Educational Law” means any applicable federal, state, municipal, foreign or other Law, regulation, order, Accrediting Agency standard or other requirement applicable thereto, including, without limitation, the provisions of Title IV, issued or administered by, or related to, any Educational Agency.

“**HEA**” means the Higher Education Act of 1965, as amended, and the regulations promulgated thereunder.

“**Intellectual Property**” means any and all proprietary rights, title and interests, including but not limited to (a) patents, patent applications, inventions, invention disclosures, designs, algorithms, ideas, research and development and statutory invention registrations; (b) trademarks, service marks, domain names, trade dress, logos, and other source identifiers, including registrations and applications for registration thereof (collectively, “**Marks**”); (c) rights associated with works of authorship throughout the universe, including exclusive exploitation rights, moral rights, and copyrights, including copyright registrations and applications for registration thereof; (d) trade secrets, know-how, technical information and data, and rights in confidential information; (e) any other industrial or proprietary rights similar to the foregoing; (f) all registrations, applications, renewals, extensions, combinations, divisionals, revisions, continuations, continuations-in-part, reexaminations or reissuances of the foregoing, and (g) all computer software and code, including without limitation processes, scripts, data, databases and documentation.

“**Law**” or “**Laws**” shall mean all applicable statutes, rules, codes, regulations, restrictions, ordinances, orders, decrees, rulings (including common law rulings), approvals, treaties, restriction, directives, judgments, injunctions, writs or awards of, or issued by, any governmental entity having jurisdiction and shall include Educational Laws.

“**Net Tuition Revenue**” means the total amount of tuition and fees (net of tuition refunds made in accordance with Institution’s refund policies applicable to the Programs) earned by Institution (including in accordance with this Agreement) from Returning Students enrolled in Program courses. ReUp and Institution agree that Net Tuition Revenue shall not include any non-tuition amounts including revenue associated with books or other incidental assessments. For purposes of this definition, revenue is “earned” with regard to any Returning Student at the start of the applicable academic term following the conclusion of the Drop/Add period.

“**Programs**” means any and all educational programs of Institution identified in a PTS, for which Services are to be provided by ReUp.

“**Program Term Sheet**” or “**PTS**” means any program term sheet entered into by and between the Parties in pursuit and under the auspices of this Agreement which sets forth, among other provisions, the Program and its specifications, the duties and obligations of each Party, the mode of delivery, and the scope of Services to be performed by ReUp and Institution with respect to each identified Program.

“**Returning Student**” or “**Returning Students**” means any Students that re-enroll in any Program at any time with any assistance, aid or encouragement from ReUp’s Services.

“**Services**” means the bundled services provided by ReUp to the Institution in support of the development, offering and delivery of the Programs as set forth in the applicable PTS and as generally described in the ReUp specifications. The Services shall be “bundled services,” as such term is used in the DCL, consisting of such interrelated marketing, communication, application assistance, data analytics, and coaching/counseling services and other services, as applicable, as set forth in the applicable PTS.

“**Stopout**” means a student who completed some credits with Institution but did not complete their degree.

“**Student**” or “**Students**” means any persons currently or previously enrolled in any of the Programs.

“**Subsequent Semester**” means any semester in which the student is enrolled after they re-enroll in their first semester. Subsequent Semesters could be consecutive or separated by semesters the students takes off, regardless of the length of the time off between semesters.

“**USDOE**” means the United States Department of Education (or any successor entity).

EXHIBIT B INITIAL PROGRAM TERM SHEET

This Program Term Sheet (“**PTS**”) is made simultaneously with and is incorporated into the Program Cooperation Agreement (the “**Agreement**”), dated June 1, 2023, by and between ReUp Education, Inc., a Delaware corporation, with its mailing address at 9901 Brodie Lane, Suite 160 #229, Austin, TX 78748 or, at its election, any Affiliate thereof (“**ReUp**”), and Community College District 504, commonly known as Triton College (“**Institution**”), and is made and entered into when duly executed by both parties as evidenced by signatures affixed hereto (the “**PTS Effective Date**”). Capitalized terms used herein but not defined shall have the meaning ascribed to them in the Agreement.

I. Term

This PTS shall be effective upon the PTS Effective Date and shall continue for an initial term that shall expire as of the earlier to occur of August 31 or December 31 after three (3) years have elapsed since the PTS Effective Date. *(For example, if the PTS Effective Date is October 1 of year 1, then the initial term shall expire on December 31 of year 6.)* Upon the expiration of the initial term of this PTS, this PTS shall automatically renew for successive one (1) year terms unless either Party notifies the other Party in writing of its intent not to renew this PTS no less than one hundred eighty (180) days prior to the expiration of the then-current term of this PTS.

II. Programs

The Programs covered by this PTS include any and all education programs and courses of the Institution including associate degree programs.

III. Fees, Invoicing, and Payment

Institution shall collect all tuition and fees owed to it for or in connection with the Programs payable by the Students.

As consideration for Services described in part V, below, for each Returning Student, Institution shall pay ReUp, for each semester in which such Returning Student enrolls in any Program courses (i.e., for the first semester in which such Returning Student re-enrolls in any Program courses and for each Subsequent Semester, until such Returning Student graduates or permanently withdraws from the Programs) a fee equal to thirty-five percent (35%) of the Net Tuition Revenue from such Returning Student for such Subsequent Semester. For the avoidance of doubt, such fee shall be payable for each Subsequent Semester until such Returning Student graduates or permanently withdraws from the Programs, even if the term of this PTS and/or the term of the Agreement has expired or this PTS and/or the Agreement has been terminated. Institution will not be obligated to pay ReUp for students on the list who re-enroll for the first time in excess of 12 months after the termination of the contract.

ReUp shall be entitled to provide services, including coaching, to Students and continue to use Student Data for the twelve months following the expiration or termination of this PTS and/or the Agreement for any purpose permissible under applicable Laws.

All such fees shall be paid in U.S. dollars, via ACH or wire transfer and such payments shall be made by Institution to ReUp in each case within thirty (30) days of Institution's receipt of the applicable invoice from ReUp. Failure to pay an invoice within thirty (30) days shall result in an interest charge of 1.5% per month (or, if lower, the highest interest charge permissible under Law).

The Services shall be invoiced in a manner which reflects the bundled nature of the Services (e.g., there shall be no separate invoicing/itemization of, and no separate payment for, student recruitment services; rather, the Services shall be invoiced/presented, and paid for, in a collective/bundled manner). No termination or expiration of the Agreement and/or this PTS shall relieve Institution of any obligation arising from or relating to any Services performed prior to such termination or expiration, or any other obligation that is intended to survive such termination or expiration. This part III shall survive the termination or expiration of the Agreement and/or this PTS.

Institution shall reimburse ReUp for the travel expenses (i.e., coach class airfare, lodgings, meals and local transportation) incurred by ReUp's personnel in connection with trips undertaken at Institution's request, and preapproved in writing by Institution's authorized agent, for purposes of meetings with Institution, including implementation.

IV. Reporting

For each academic term and within fifteen (15) days of (i) the census date for such academic term, or (ii) the start of such academic term, Institution shall provide to ReUp a written report that includes information sufficient to determine the amounts payable to ReUp under this PTS in respect of that academic term. Without limitation, each such report shall present, for the applicable academic term, the name and student ID of each Returning Student that is enrolled in any program(s) or course(s) of Institution in that academic term and the Net Tuition Revenue from each such Returning Student for that academic term. Such report shall also include such additional information as ReUp may reasonably request from time to time. This part IV shall survive the termination or expiration of the Agreement and/or this PTS, including at least for so long as any payment obligations remain under this PTS. Institution will maintain all accounting records associated with this agreement for at least three (3) years after the end of the contract.

V. Services

ReUp Services. In accordance with the terms and provisions of the Agreement and this PTS, ReUp undertakes to provide the following Services in the areas of marketing, enrollment application assistance, recruitment services, course support, technology, coaching, and career counseling, which are bundled and interrelated:

- A. Meet with the Institution's representatives at an implementation meeting at the Institution to review the implementation process. Such meeting may be in person or virtual, as requested by Institution.
- B. Undertake a thorough implementation process (minimum thirty (30) days) to ensure that ReUp team members follow policies, procedures, and communication protocol in accordance with Institution's preferences.
- C. Utilize list(s) of former students provided by Institution (each such list, a "**List**") to locate "stopouts" (i.e., persons who have temporarily withdrawn from the Program(s) or who have delayed their pursuit of the Program(s)). Where applicable,

we use proprietary technology to assist in obtaining more up-to-date student information.

- D. ReUp records calls during its pre-enrollment, enrollment, and post-enrollment interactions with students. ReUp then uses Artificial Intelligence (“AI”) to analyze and score student/coach human interactions. The AI allows ReUp to identify trends across student populations, ensures high quality conversations are occurring and identifies the messages that resonate with students. That data is then incorporated into our predictive analytics model to help ensure continuous improvement. AI feedback is also used to continuously improve coaching performance to ensure that students persist through graduation.

Pre-enrollment and Enrollment Services

- E. Utilize predictive analytics algorithms to identify the students who have the highest likelihood of engagement, re-enrollment, and persistence.
- F. Proactively reach out to and communicate directly with former students on List(s) through targeted outreach campaigns, including phone calls by coaches, social media outreach, SMS campaigns, and email.
- G. Utilize best-in-class marketing and engagement techniques and leverage multi-channel engagement to market the Program(s) to, and connect with, students via the appropriate and preferred communication channel for the contact. Multiple communication engagements (e-mail and SMS messages) may be automated or personalized by human coaches depending on the status of the student in the funnel and the situation at hand; human intervention is used to engage students with deeper level conversations about their motivations to return to school and their barriers to re-entry.
- H. Utilize predictive analytics algorithms to identify the best method, time of day, and day of the week to contact students during the enrollment and re-engagement process.
- I. ReUp uses a proprietary coaching model and observation framework that ensures each coaching call meets ReUp standards, while also motivating students and helping them define their educational goals. This coaching rubric assesses value added discussion points which include but are not limited to: assessing drop-out barriers; motivations to return; potential obstacles to degree completion; and identifying support systems to assist in preparation for re-entry.
- J. ReUp coaches provide enrollment application assistance and disseminate information about application deadlines and requirements and the Institution’s policies and procedures; they help to screen information about whether the prospective student meets the requirements of the Institution; answer questions about eligible credit application with support of Institution; and can follow up with the Institution to determine status of enrollment applications. This information can be delivered to ReUp systems via integration or data exchange.

Post-Enrollment Services

- K. Utilize predictive analytics algorithms to identify the students who require additional counseling and other support services to assist in their persistence to graduation.

- L. Utilize predictive analytics algorithms to identify the best method, time of day, and day of the week to contact students to continue the engagement process and provide support service.
- M. Utilize ReUp's Intelligent Work Queue to prioritize students in terms of immediate outreach and follow up.
- N. Utilize best-in-class techniques and leverage multi-channel engagement to connect with students via the appropriate and preferred communication channel for the contact. Multiple communication engagements (e-mail and SMS messages) may be automated or personalized by human coaches depending on the level of support needed by the student to meet challenges faced in school and address potential barriers to graduation.
- O. ReUp uses a proprietary coaching model and observation framework that ensures each coaching call meets ReUp standards and provides value added discussion points for the student which include but are not limited to: assessing potential obstacles to degree completion and identifying support systems to assist in and improve student retention and graduation.
- P. ReUp coaches provide assistance and disseminate information about the Institution's policies, procedures, deadlines, requirements, course registration, academic standing, available non-classroom Institutional resources, and support services. This information can be delivered to ReUp systems via integration or data exchange.
- Q. ReUp coaches serve as ombudsmen and provide general student counseling, career counseling, financial literacy counseling, budgeting, and disseminate information about available academic support services aimed at student retention and graduation.
- R. ReUp coaching provides Returning Students a motivation and accountability framework for Returning Students to organize their commitments, set goals, manage their time, address professional commitments, evaluate institutional satisfaction and navigate set-backs and hardships. ReUp provides focused, proactive support designed to help ensure that students do not just return, but that they persist and graduate.

Institution Services. In accordance with the terms and provisions of the Agreement and this PTS, Institution undertakes to provide the following services:

- A. Have and maintain all necessary approvals (including Educational Approvals) required for the courses and/or programs offered.
- B. Provide ReUp with access to student information on a daily basis in the form of a .csv file delivered via SFTP and other information requested by ReUp, including, but not limited to, Student Data, to perform its obligations under the Agreement. Updated information must include up to date admission and enrollment information. The daily operational files must be delivered to ReUp starting within one week of launch at the latest.
- C. Provide ReUp a decision regarding re-enrollment within five (5) days including, but not limited to, number of credits, transferability of credits, financial aid, etc. Institution will be solely responsible for the administration of all financial aid programs and will process all requests for aid in accordance with federal and state

- regulatory requirements. Institution shall establish tuition rates and program fees for the education programs offered by Institution.
- D. Train members of the ReUp team on requirements, process, and other material aspects of the successful operation of the Institution.
 - E. Institution shall at all times determine which students shall be enrolled at Institution.
 - F. Employ (or designate) and retain a liaison officer to ReUp with respect to the Program and promptly notify the other Party of such a person or any replacement thereof.
 - G. Provide ReUp with all Title IX school policies as well as a contact person/office for addressing any student issues.
 - H. Provide contact information and access to school advisors and faculty if/when communication is required in order to best assist students.
 - I. Forward all concerns regarding the Program and/or its Students to ReUp through the ReUp liaison officer. Institution shall oversee academic evaluation for all students consistent with its accrediting agency standards and any governmental requirements. Institution shall, at its sole discretion, determine satisfaction of Institution's degree requirements, determine satisfactory academic progress, handle student appeals, address and resolve student complaints, administer student discipline, transcript grades, and confer all degrees.
 - J. Provide ReUp the initial student list/data requested by ReUp within fourteen (14) days of kick-off meeting. The initial list shall include the first and last names of students, date of birth, and contact information (including street address, city, state and postal code as well as all available phone numbers and email addresses) and other relevant data, including as requested by ReUp, for at least 8,102 former students of the Institution who dropped out between one (1) and five (5) years ago, 9,284 former students of the Institution who dropped out between six (6) and ten (10) years ago, and 21,609 former students of the Institution who dropped out between eleven (11) and twenty-five (25) years ago. In recognition of resources that are expended by ReUp and costs that would be incurred by ReUp in the event of delay by Institution, if Institution does not provide ReUp such initial student list/data within fourteen (14) days following the kick-off meeting, Institution shall pay ReUp a \$10,000 one-time Set-up Fee, separate from and in addition to the other fees described in Section III of the PTS, and Institution hereby acknowledges and agrees that such fee is reasonable.
 - K. Provide ReUp applicable information on all new stopouts within fifteen (15) days of each census date of each academic term or semester.
 - L. Provide ReUp the opportunity to have additional students added to the arrangement set forth in this PTS at any time during the term of this PTS (in the event that the term of this PTS is renewed), if Institution is satisfied with ReUp's work hereunder.
 - M. Provide ReUp with a final list of graduated students within thirty (30) days after each graduation date.
 - N. Provide ReUp with high resolution logo(s) and if available, brand guidelines to be incorporated in all student communication.

VI. Pre-Implementation

Prior to the Implementation Date (defined below), the Parties will undertake the following activities:

- A. Institution will provide ReUp with information regarding Institution's procedures for admission and registration of Returning Students in Institution's courses.
- B. Mutually agree upon the timing for ReUp to send qualified applicants to Institution for admission decisions and the turn-around time on said decision.
- C. Mutually agree upon the procedures for ReUp to ensure a smooth transition of Returning Students to the Institution.
- D. Mutually agree upon the appropriate scope of communication with prospective Students to (i) ensure all communication accurately represents the Institution's Programs' components and services; (ii) ensure that the Institution's Programs are in compliance with Laws and accreditation standards; and (iii) provide Students with appropriate contact points for making inquiries, accessing services, and addressing issues related to the Institution's Programs.
- E. Mutually agree upon procedures required for the continuation of Returning Students in Institution's courses for persistence through graduation.

VII. Implementation

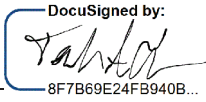
The Parties shall begin performing Services and pre-implementation activities on the PTS Effective Date with a target projected launch date of July 1, 2023 (the "**Implementation Date**").

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Program Term Sheet through their duly authorized representatives.

REUP EDUCATION, INC.

TRITON COLLEGE

Sign:  _____
8F7B69E24FB940B...

Sign: _____

Name: Terah Crews

Print: Mark R. Stephens

Title: CEO

Title: Board Chairman

Date: 5/10/2023 | 7:56 AM PDT

Date: _____

Addendum to Program Cooperation Agreement

This Addendum (“**Addendum**”) is made effective as of June 1 2023 (the “**Addendum Effective Date**”) and is incorporated into the Agreement, dated June 1, 2023 CONTRACT (as amended prior to the date hereof, the “**Agreement**”), by and between ReUp Education, Inc., a Delaware corporation, with its mailing address at 9901 Brodie Lane, Suite 160, #229, Austin TX 78748 (“**ReUp**”), and Community College District 504, commonly known as Triton College, with its principal place of business at 2000 5th Ave, River Grove, IL 60171 (“**Institution**” or “**Originating Institution**”).

Capitalized terms used in this Addendum shall have the meanings ascribed thereto in Article XII hereof or in Exhibit A to the Agreement.

I. Term

This Addendum shall be effective upon the Addendum Effective Date and shall continue for the remaining Term of the Agreement.

II. Program Description

The Programs covered by this Addendum include any and all education programs and courses of the Institution. The Institution affirms that Students from the Partner List who express interest in returning to a program or course of study, but who may not wish to return to their Originating Institution, will be presented with a list of university and educational options for consideration. The Originating Institution and Network Partner Institutions will be among the options presented to the Returning Students by ReUp for consideration. Other institutions may also be among the options. Returning Students who indicate interest in evaluating options other than the Originating Institution will sign the FERPA CONSENT TO RELEASE AND RE-DISCLOSE STUDENT INFORMATION AND COMMUNICATIONS OPT-IN (the “**Consent Agreement**”). Institution acknowledges that ReUp may use and redisclose Student Data in order to provide the Student with educational options that the student has shown interest in, including but not limited to Network Partner Institutions, should that Student sign the Consent Agreement. The Institution and ReUp mutually agree that ReUp is permitted to use and redisclose Student Data to third parties with the student’s consent and no other consent is required from the Institution under these circumstances. ReUp shall be solely liable for the proper use of such data and indemnify Institution in the event of any alleged confidentiality breach arising from such use.

The Institution affirms that ReUp has full discretion in providing information about other universities or programs for Students to evaluate. Institution affirms that ReUp has permission to provide information upon request to Students who express an interest in learning about additional educational options. In the event that the Student has indicated interest in other educational options (such as Network Partner Institutions), the Returning Student will be identified as a “**Transfer Student.**” The Institution affirms that Transfer Students may request their official academic transcript, and the Institution shall release the transcript in accordance with standard institutional policies and procedures, in order to apply to other Network Partner Institutions, and shall follow Institution policies for such processes.

ReUp will retain all Student Data in ReUp's possession or control that ReUp receives from Institution and Student under this Agreement for Students who sign the Consent Agreement, as permissible by Law.

III. Participating Institutions' Roles and Responsibilities

Transfer Students may choose to apply for a transfer application from the Originating Institution to another Network Partner Institution. ReUp will work with the Transfer Students to evaluate the Originating Institution program and credits, assist with identifying which Network Partner Institution credits will be accepted for transfer, and to manage the process of transfer and acceptance. It is understood that the receiving institution retains the right to make final decisions regarding the transferability of credits. If the Institution is a part of a compact or statewide course numbering system or other program to facilitate transfer of credit ("**Credit Transfer Program**"), this will be identified to ReUp at the time of signing this Network Addendum or at any point thereafter that the Institution begins participation in a Credit Transfer Program, within a week of becoming a participant.

IV. Fees, Invoicing and Payment

Institution shall collect all tuition and fees owed to it for or in connection with the Programs payable by the Transfer Students.

As consideration for Services described in part VI, below, for each Transfer Student that enrolls with Institution, Institution shall pay ReUp, for each semester in which such Transfer Student enrolls in any Program courses (i.e., for the first semester in which such Transfer Student re-enrolls in any Program courses and for each subsequent semester, until such Transfer Student graduates or permanently withdraws from the Programs) a fee equal to thirty-five percent (35%) of the Net Tuition Revenue from all Transfer Students for such semester. For the avoidance of doubt, such fee shall be payable for each semester until such Transfer Student graduates or permanently withdraws from the Programs, even if the term of this Addendum and/or the term of the Agreement has expired or this Addendum and/or the Agreement has been terminated. All such fees shall be paid in U.S. dollars, and such payments shall be made by Institution to ReUp via ACH or wire transfer in each case within forty-five (45) days of Institution's receipt of the applicable invoice from ReUp. Failure to pay an invoice within forty-five (45) days shall result in an interest charge of 1.5% per month (or, if lower, the highest interest charge permissible under Law). The Services shall be invoiced in a manner which reflects the bundled nature of the Services (e.g., there shall be no separate invoicing/itemization of, and no separate payment for, student recruitment services; rather, the Services shall be invoiced/presented, and paid for, in a collective/bundled manner). No termination or expiration of the Agreement and/or this Addendum shall relieve Institution of any obligation arising from or relating to any Services performed prior to such termination or expiration, or any other obligation that is intended to survive such termination or expiration. This part IV shall survive the termination or expiration of the Agreement and/or this Addendum.

ReUp shall be entitled to provide services, including coaching, to Students and continue to use Student Data for the twelve months following the expiration or termination of this PTS and/or the Agreement for any purpose permissible under applicable Laws.

V. Reporting

For each academic term and within fifteen (15) days of the census date for such academic term, Institution shall provide to ReUp a written report that includes information sufficient to determine the amounts payable to ReUp under this Addendum in respect of that academic term. Without limitation, each such report shall present, for the applicable academic term, the name and student ID as well as the ReUp ID of each Transfer Student that is enrolled in any program(s) or course(s) of Institution in that academic term and the Net Tuition Revenue from each such Transfer Student for that academic term. Such report shall also include such additional information as ReUp may reasonably request from time to time. This part V shall survive the termination or expiration of the Agreement and/or this Addendum, including at least for so long as any payment obligations remain under this Addendum.

ReUp will provide regular statements of where Institution's Returning Students have transferred and enrolled to the extent allowable by law or by consent of the student.

VI. Services

ReUp Services. In accordance with the terms and provisions of the Agreement and this Addendum, ReUp undertakes to provide the following Services in the areas of marketing, enrollment application assistance, recruitment services, course support, technology, coaching, and career counseling, which are bundled and interrelated:

- A. Meet with the Institution's representatives at an implementation meeting to review the Network implementation process. Such meeting may occur in person or via Zoom, at the discretion of Institution.
- B. Provide Students with assistance, as an institutional service, related to identifying educational opportunities, transfer of enrollment, and evaluation of institution options, including course support, technology support, career counseling, and assistance with enrollment application.
- C. Undertake a review of Transfer Student implementation process (within 30 days) to ensure that ReUp team members follow policies, procedures, and communication protocol in accordance with Institution's preferences as they relate to transfer student evaluation, application and enrollment.
- D. Utilize Partner Lists to locate Transfer Stopouts.
- E. ReUp records calls during its pre-enrollment, enrollment, and post-enrollment interactions with students. ReUp then uses Artificial Intelligence ("AI") to analyze and score student/coach human interactions. The AI allows ReUp to identify trends across student populations, ensures high quality conversations are occurring and identifies the messages that resonate with students. That data is then incorporated into our predictive analytics model to help ensure continuous improvement. AI feedback is also used to continuously improve coaching performance to ensure that students persist through graduation.

Pre-transfer and Transfer Services

- F. Utilize predictive analytics algorithms to identify the students who have the highest likelihood of engagement, re-enrollment, and persistence.
- G. Proactively reach out to and communicate directly with former students from the Partner List(s) through targeted outreach campaigns, including phone calls by coaches, social media outreach, SMS campaigns, and email.
- H. Utilize best-in-class marketing and engagement techniques and leverage multi-channel engagement to market the Program(s) to, and connect with, students via the appropriate and preferred communication channel for the contact. Multiple communication engagements (e-mail and SMS messages) may reflect broad message themes or may be personalized by human coaches depending on the status of the student in the funnel and the situation at hand; human intervention is used to engage students with deeper level conversations about their motivations to return to school and their barriers to re-entry.
- I. Utilize predictive analytics algorithms to identify the best method, time of day, and day of the week to contact students during the enrollment and re-engagement process.
- J. ReUp uses a proprietary coaching model and observation framework that ensures each coaching call meets ReUp standards, while also motivating students and helping them define their educational goals. This coaching rubric assesses value-added discussion points which include but are not limited to: assessing drop-out barriers; motivations to return; potential obstacles to degree completion; and identifying support systems to assist in preparation for transfer.
- K. ReUp coaches provide enrollment application assistance and disseminate information about application deadlines and requirements and the Institution's transfer policies and procedures; they help to screen information about whether the prospective student meets the transfer requirements of the Institution; answer questions about eligible transfer credit application; and can follow up with the Institution to determine status of transfer applications. This information can be delivered to ReUp systems via integration or data exchange.

Post-Transfer, Post-Enrollment Services

- O. Utilize predictive analytics algorithms to identify the students who require additional counseling and other support services to assist in their persistence to graduation.
- P. Utilize predictive analytics algorithms to identify the best method, time of day, and day of the week to contact students to continue the engagement process and provide support service.
- Q. Utilize best-in-class techniques and leverage multi-channel engagement to connect with students via the appropriate and preferred communication channel for the contact. Multiple communication engagements (e-mail and SMS messages) may reflect broad message themes or may be personalized by human coaches depending on the level of support needed by the student to meet challenges faced in school and address potential barriers to graduation.
- R. ReUp uses a proprietary coaching model and observation framework that ensures each coaching call meets ReUp standards and provides value added discussion

- points for the student which include but are not limited to: assessing potential obstacles to degree completion and identifying support systems to assist in and improve the transfer process, student retention, and graduation.
- S. ReUp coaches provide assistance and disseminate information about the Institution's policies, procedures, deadlines, requirements, course registration, academic standing, available non-classroom Institutional resources and support services. This information can be delivered to ReUp systems via integration or data exchange.
 - T. ReUp coaches serve as ombudsmen and provide general student counseling, career counseling, financial literacy counseling, budgeting, and disseminate information about available academic support services aimed at student retention and graduation.
 - U. ReUp coaching provides Transfer Students a motivation and accountability framework for Transfer Students to organize their commitments, set goals, manage their time, address professional commitments, evaluate institutional satisfaction and navigate set-backs and hardships. ReUp provides focused, proactive support designed to help ensure that students do not just transfer and enter school, but that they persist and graduate.

Institution Services. In accordance with the terms and provisions of the Agreement and this Addendum, Institution undertakes to provide the following services:

- A. Have and maintain all necessary approvals (including Educational Approvals) required for the transfer, courses, and/or programs offered.
- B. Provide ReUp with access to daily updates to student information and other information requested by ReUp, including, but not limited to, Student Data, to perform its obligations under the Agreement.
- C. Institution will assist and/or facilitate obtaining the Consent Agreement from the students at the request of ReUp.
- D. Provide ReUp a decision regarding transfer status within ten (10) business days of the Student's enrollment agreement including, but not limited to, number of credits, transferability of credits, financial aid, etc. Institution will be solely responsible for the administration of all financial aid programs and will process all requests for aid in accordance with federal and state regulatory requirements. Institution shall establish tuition rates and program fees for the education programs offered by Institution.
- E. Train members of the ReUp team on transfer requirements, process, and other material aspects of the successful operation of the Institution.
- F. Institution shall at all times determine which students shall be enrolled at Institution.
- G. Employ (or designate) and retain a liaison officer to ReUp with respect to the Program and promptly notify the other Party of such a person or any replacement thereof.
- H. Provide contact information and access to school advisors and faculty if/when communication is required in order to best assist students.
- I. Forward all concerns regarding the Program and/or its Students to ReUp through the ReUp liaison officer. Institution shall oversee academic evaluation for all

students consistent with its accrediting agency standards and any governmental requirements. Institution shall, at its sole discretion, determine satisfaction of Institution's degree requirements, determine satisfactory academic progress, handle student appeals, address and resolve student complaints, administer student discipline, transcript grades, and confer all degrees.

- J. Institution shall be able to digitally enter a Transfer Student lead from the ReUp Network into Institution's Student Information System, Customer Relationship Management System, and/or Database (typically facilitated through a simple RFI "Request for information" web form / landing page, or a customized version of the student application).
- K. Institution shall be able to support all Transfer Student leads digitally entering the Institution's data systems to become associated with ReUp Network (typically through an affiliate code or flag added to the student record).
- L. Pass a ReUp unique identifier (alphanumeric) (ReUp ID) for each Transfer Student lead that enters the Institution's data systems through digital means, in order to facilitate easy entity resolution for reporting and billing.
- M. Able to deliver ongoing data updates from Institution's data systems to ReUp for all Transfer Student leads associated with ReUp Network as Transfer Students move through the process.
- N. Provide ReUp with an updated index of all programs offered to students for each semester that ReUp supports Transfer Students. Index shall include, but not limited to, degree, major, modality, financial aid offered, semester design, requirements, acceptance of transfer credits or credits for experience, and contact information for student support as well as supporting URL's for online access to information.
- O. Continue to provide ReUp applicable information on all new stopouts within fifteen (15) days of each census date of each academic term or semester as outlined in the core services Program Cooperation Agreement.
- P. Provide ReUp with high resolution logo(s) and if available, brand guidelines to be incorporated in all student communication.

VII. Pre-Implementation

Prior to the Addendum Implementation Date (defined below), the Parties will undertake the following activities:

- A. Institution will provide ReUp with information regarding Institution's procedures for admission and registration of Returning Students in Institution's courses.
- B. Mutually agree upon the timing for ReUp to send qualified transfer applicants to Institution for admission decisions and the turn-around time on said decision.
- C. Mutually agree upon the procedures for ReUp to ensure a smooth transition of Transfer Students to the Institution including processes, approvals and communication.
- D. Mutually agree upon the appropriate scope of communication with prospective Transfer Students to (i) ensure all communication accurately represents the Institution's Programs' components and services; (ii) ensure that the Institution's Programs are in compliance with Laws and accreditation standards; and (iii) provide Students with appropriate contact points for making inquiries, accessing services, and addressing issues related to the Institution's Programs.

VIII. Implementation

The Parties shall begin performing Services and pre-implementation activities on the Addendum Effective Date with a target projected launch date of July 1, 2023 (the “**Addendum Implementation Date**”).

IX. Post-Implementation

Institution agrees to send Liaison or other ranking person to attend an annual convening if scheduled, to learn about the results, and share best practices with the Network Partner Institutions.

X. Other

The terms of this Addendum supersede the Program Cooperation Agreement in the event of a conflict between the two documents. Matters not specifically addressed in this Addendum shall be governed by the terms and conditions of the Program Cooperation Agreement.

XI. Definitions

When used in this Addendum, the following terms shall have the following meanings:

“**Network Partner Institution**” means any Institution offering a credential that is a part of the ReUp Network and has agreed to a writing substantially similar to this addendum.

“**Partner List**” means list(s) of former students provided by the Network Partner Institution(s) to locate “stopouts” (i.e., persons who have temporarily withdrawn from the Program(s) or who have delayed their pursuit of a Program).

“**Returning Student**” or “**Returning Students**” means any Students that re-enroll in any Program at any time with any assistance, aid or encouragement from ReUp’s Services.

“**ReUp ID**” a ReUp unique identifier (alphanumeric) to identify Transfer Students sourced by ReUp.

“**Transfer Stopouts**” are stopouts who no longer wish to return to their original Institution.

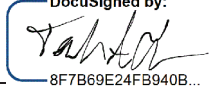
“**Transfer Student**” or “**Transfer Students**” means any Students that transfer from an Institution to a Network Partner Institution to any Program at any time with any assistance, aid or encouragement from ReUp’s Services.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Program Term Sheet through their duly authorized representatives.

REUP EDUCATION, INC.

TRITON COLLEGE

Sign:  _____
8F7B69E24FB940B...

Sign: _____

Name: Terah Crews

Print: Mark R. Stephens

Title: CEO

Title: Board Chairman

Date: 5/10/2023 | 7:56 AM PDT

Date: _____

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

Meeting of May 16, 2023

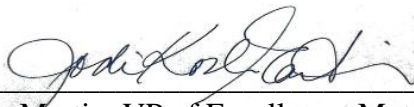
ACTION EXHIBIT NO. 16881

**SUBJECT: S.E.E.D. STUDENT COMMUNITY EMPLOYMENT EXPERIENCE
(ONE STOP COMICS)**

RECOMMENDATION: That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program; Community Work Experience Partnership Agreement, with One Stop Comics. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event that this Agreement is not renewed, students who are participating in the employment experiences at the time of expiration shall be allowed to complete such assignment under the terms and conditions set forth therein. The employers will work with Triton enrolled S.E.E.D. students at no cost to the College.

RATIONALE: The S.E.E.D. program requires 120 hours of classroom instruction, 30 hours of on campus employment experience, and 75 hours of off campus community employment experience for students to complete the program and receive a certificate from Triton College's School of Continuing Education.

Submitted to Board by: _____



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

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

TRITON COLLEGE SCHOOL OF CONTINUING EDUCATION AND CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES (CAAS)

S.E.E.D. Program Community Work Experience Partner Agreement

This partnership is for the sole and limited purpose of providing employment skills training to students enrolled in Triton's Skill Enhancement and Employee Development (S.E.E.D.) program under the auspices of One Stop Comics (hereinafter "Employer Partner"). There shall be no cost, fee, or remuneration associated with this Agreement.

Triton and Employer Partner shall each maintain in force for the duration of this Agreement comprehensive liability insurance with limits of \$2/\$5 million. Proof of insurance shall be made available upon request. Each party agrees to hold harmless and indemnify the other, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the party, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement. Either party may terminate this agreement by providing written notice signed by the authorized agent. In the event of termination, every effort shall be made to allow participating students to complete their work assignment.

Employer Partner shall:

- Provide the student with a 75-hour on-site work experience within from May 30, 2023 until Aug. 3, 2023. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not 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. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

- Assume responsibility for any necessary approval by the Illinois Community College Board.
- Maintain responsibility for student grading.
- Advise students of the requirement to observe policies, procedures, and other regulations imposed by Employer.
- Comply with the removal of a student from the work site if, after a conference, it is the reasonable opinion of the Employer Partner that the student's performance or conduct is inappropriate for the work environment.

FOR EMPLOYER:

Ricky Manzeia
ONE STOP COMICS
TITLE

OWNER

TITLE

DATE: *APRIL 20TH, 2023*

Ricky Manzeia

FOR TRITON COLLEGE, in an official capacity only:

Mark R. Stephens, Board Chairman

Tracy Jennings, Secretary

DATE: _____

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16882

**SUBJECT: S.E.E.D. STUDENT COMMUNITY EMPLOYMENT EXPERIENCE
(GOOD EARTH GREENHOUSE)**

RECOMMENDATION: That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program; Community Work Experience Partnership Agreement, with Good Earth Greenhouse. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event that this Agreement is not renewed, students who are participating in the employment experiences at the time of expiration shall be allowed to complete such assignment under the terms and conditions set forth therein. The employers will work with Triton enrolled S.E.E.D. students at no cost to the College.

RATIONALE: The S.E.E.D. program requires 120 hours of classroom instruction, 30 hours of on campus employment experience, and 75 hours of off campus community employment experience for students to complete the program and receive a certificate from Triton College's School of Continuing Education.

Submitted to Board by: _____


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

Board Officers' Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

TRITON COLLEGE SCHOOL OF CONTINUING EDUCATION AND CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES (CAAS)

S.E.E.D. Program Community Work Experience Partner Agreement

This partnership is for the sole and limited purpose of providing employment skills training to students enrolled in Triton's Skill Enhancement and Employee Development (S.E.E.D.) program under the auspices of Good Earth (hereinafter "Employer Partner"). There shall be no cost, fee, or remuneration associated with this Agreement.

Triton and Employer Partner shall each maintain in force for the duration of this Agreement comprehensive liability insurance with limits of \$2/\$5 million. Proof of insurance shall be made available upon request. Each party agrees to hold harmless and indemnify the other, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the party, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement. Either party may terminate this agreement by providing written notice signed by the authorized agent. In the event of termination, every effort shall be made to allow participating students to complete their work assignment.

Employer Partner shall:

- Provide the student with a 75-hour on-site work experience within from May 30, 2023 until Aug. 3, 2023. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not 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. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

- Assume responsibility for any necessary approval by the Illinois Community College Board.
- Maintain responsibility for student grading.
- Advise students of the requirement to observe policies, procedures, and other regulations imposed by Employer.
- Comply with the removal of a student from the work site if, after a conference, it is the reasonable opinion of the Employer Partner that the student's performance or conduct is inappropriate for the work environment.

FOR EMPLOYER:

Good Earth
TITLE Mike Schyrt

TITLE Store Manager

DATE: 4-24-23

FOR TRITON COLLEGE, in an official capacity only:

Mark R. Stephens, Board Chairman

Tracy Jennings, Secretary

DATE: _____

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

Meeting of May 16, 2023

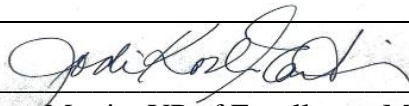
ACTION EXHIBIT NO. 16883

**SUBJECT: S.E.E.D. STUDENT COMMUNITY EMPLOYMENT EXPERIENCE
(AMERICAN HOUSE OAK PARK)**

RECOMMENDATION: That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program; Community Work Experience Partnership Agreement, with American House Oak Park. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event that this Agreement is not renewed, students who are participating in the employment experiences at the time of expiration shall be allowed to complete such assignment under the terms and conditions set forth therein. The employers will work with Triton enrolled S.E.E.D. students at no cost to the College.

RATIONALE: The S.E.E.D. program requires 120 hours of classroom instruction, 30 hours of on campus employment experience, and 75 hours of off campus community employment experience for students to complete the program and receive a certificate from Triton College's School of Continuing Education.

Submitted to Board by: _____


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

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

TRITON COLLEGE SCHOOL OF CONTINUING EDUCATION AND CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES (CAAS)

S.E.E.D. Program Community Work Experience Partner Agreement

This partnership is for the sole and limited purpose of providing employment skills training to students enrolled in Triton's Skill Enhancement and Employee Development (S.E.E.D.) program under the auspices of American House (hereinafter "Employer Partner"). There shall be no cost, fee, or remuneration associated with this Agreement.

Triton and Employer Partner shall each maintain in force for the duration of this Agreement comprehensive liability insurance with limits of \$2/\$5 million. Proof of insurance shall be made available upon request. Each party agrees to hold harmless and indemnify the other, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the party, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement. Either party may terminate this agreement by providing written notice signed by the authorized agent. In the event of termination, every effort shall be made to allow participating students to complete their work assignment.

Employer Partner shall:

- Provide the student with a 75-hour on-site work experience within from May 30, 2023 until Aug. 3, 2023. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not 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. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

- Assume responsibility for any necessary approval by the Illinois Community College Board.
- Maintain responsibility for student grading.
- Advise students of the requirement to observe policies, procedures, and other regulations imposed by Employer.
- Comply with the removal of a student from the work site if, after a conference, it is the reasonable opinion of the Employer Partner that the student's performance or conduct is inappropriate for the work environment.

FOR EMPLOYER:

Christophe Boletz
TITLE *Colingey Director/Executive Chef*
Paul Jacobson
TITLE *Senior Executive Director*
DATE: *4/21/2023*

FOR TRITON COLLEGE, in an official capacity only:

Mark R. Stephens, Chairman

Tracy Jennings, Secretary

DATE: _____

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16884

**SUBJECT: S.E.E.D. STUDENT COMMUNITY EMPLOYMENT EXPERIENCE
(BEAN BAR)**

RECOMMENDATION: That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program; Community Work Experience Partnership Agreement, with Bean Bar. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event that this Agreement is not renewed, students who are participating in the employment experiences at the time of expiration shall be allowed to complete such assignment under the terms and conditions set forth therein. The employers will work with Triton enrolled S.E.E.D. students at no cost to the College.

RATIONALE: The S.E.E.D. program requires 120 hours of classroom instruction, 30 hours of on campus employment experience, and 75 hours of off campus community employment experience for students to complete the program and receive a certificate from Triton College's School of Continuing Education.

Submitted to Board by: _____


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

Board Officers' Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

TRITON COLLEGE SCHOOL OF CONTINUING EDUCATION AND CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES (CAAS)

S.E.E.D. Program Community Work Experience Partner Agreement

This partnership is for the sole and limited purpose of providing employment skills training to students enrolled in Triton’s Skill Enhancement and Employee Development (S.E.E.D.) program under the auspices of Bean Bar (hereinafter “Employer Partner”). There shall be no cost, fee, or remuneration associated with this Agreement.

Triton and Employer Partner shall each maintain in force for the duration of this Agreement comprehensive liability insurance with limits of \$2/\$5 million. Proof of insurance shall be made available upon request. Each party agrees to hold harmless and indemnify the other, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the party, its officers, agents, trustees or employees, including reasonable attorneys’ fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement. Either party may terminate this agreement by providing written notice signed by the authorized agent. In the event of termination, every effort shall be made to allow participating students to complete their work assignment.

Employer Partner shall:

- Provide the student with a 75-hour on-site work experience within from May 30, 2023 until Aug. 3, 2023. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student’s time, activities, and learning, provide any needed accommodations, and evaluate the student’s performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not 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. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

- Assume responsibility for any necessary approval by the Illinois Community College Board.
- Maintain responsibility for student grading.
- Advise students of the requirement to observe policies, procedures, and other regulations imposed by Employer.
- Comply with the removal of a student from the work site if, after a conference, it is the reasonable opinion of the Employer Partner that the student’s performance or conduct is inappropriate for the work environment.

FOR EMPLOYER:

FOR TRITON COLLEGE, in an official capacity only:

TITLE Maryna Salkovski, President

Mark R. Stephens, Board Chairman



TITLE

Tracy Jennings, Secretary

DATE: April 26, 2023

DATE: _____

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16885

SUBJECT: AGREEMENT WITH CUMULUS MEDIA (DIGITAL ADVERTISING)

RECOMMENDATION: That the Board of Trustees approve the purchase of digital ads to be posted by Cumulus Media throughout the July 1, 2023 to June 30, 2024 enrollment cycles. These digital ads will run throughout Fiscal Year 2024 on multiple online and social media advertising venues at a cost not to exceed \$60,000.

RATIONALE: Today's students reside in an online world of mobile phones, tablets and computers. In order to reach these students effectively, our marketing efforts must include digital advertisements. If Triton College is to compete in this evolving market, we must allocate the necessary resources to do so. These online and social media advertisements will create awareness for the college over the course of FY 2024 in a very targeted and strategic manner.

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

CAMPAIGN RECOMMENDATION



- 
EMAIL DEPLOYMENTS **221,000 total impressions**
 Long-form email messages sent to the inboxes of your targeted individuals for one-to-one marketing.
- 
DISPLAY BANNERS **1,344,000 total impressions**
 Desktop & mobile ads that follow your audience across all the websites and apps that they're visiting.
- 
DIGITAL AUDIO ADS **110,000 total impressions**
 Targeted commercials that play within streaming audio content (music, news, sports, and/or podcasts).
- 
VIDEO PRE-ROLL ADS **462,000 total impressions**
 Highly-impactful video ads that appear before high-quality content playing on websites or mobile apps.
- 
SEARCH & CONTEXTUAL **900,000 total impressions**
 Ads positioned alongside contextually-relevant articles or links, specifically after key organic searches.
- 
NATIVE PLACEMENTS **276,000 total impressions**
 Organically-placed contextual ads that appear to be part of that website content that's being viewed.
- 
SOCIAL PLACEMENTS **462,000 total impressions**
 Highly-impactful social ad placements that appear in-feed for people matching our targeting criteria.



PRE-IDENTIFIED EXACTLY
36,985 People
 IDENTITY EXPORT



+

TARGETING APPROXIMATELY
318,000 People

 **claritas WEBSITE ATTRIBUTION**

Best-in-class independent, third-party engagement tracking for website actions from ad-exposed audiences

 IDENTITY EXPORT **MATCHBACK ATTRIBUTION**

A full export (full names and postal addresses) is included for all DNA Digital audiences for matchback purposes

\$10,000 Per Month

ST **\$60,000 Total Investment**
 Delivering 3,775,000+ Impressions

Targeting a total of approx **355,000 people** with an average frequency of **11x impressions per person** for an average monthly cost of **3¢ per person.**

Sean Sullivan, VP of Business Services

Date Signed



Pricing is all-inclusive and may include some flat-fee pass-through charges for third-party creative handling, attribution tracking, and/or detailed reporting services which could cause slight increases in the overall media rate calculation. Campaign commitment is cancellable after 30 days from our receipt of your written notice.

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16886

SUBJECT: AGREEMENT WITH CUMULUS MEDIA (WKQX/Q101 RADIO)

RECOMMENDATION: That the Board of Trustees approve the purchase of radio advertisements, Web banners, Web streaming and additional recruitment opportunities to be paid to Cumulus Media (WKQX/Q101 radio station) for Fiscal Year 2024 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton College. Run dates will vary throughout Fiscal Year 2024 at a cost not to exceed \$30,000.

RATIONALE: These advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2024.

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



Prepared For:
Renee Swanberg
Triton College



Prepared By:
Brandon Kane
Cumulus Media

LIVE AT Lollapalooza



ALIGN TRITON COLLEGE WITH CHICAGO'S BIGGEST FESTIVAL

Q101 has access to all the exclusive backstage action at Lollapalooza! As our partner, Triton will be organically integrated into our content, Live Broadcast and social posts throughout the weekend as we hangout and interview artists.



AUDIO

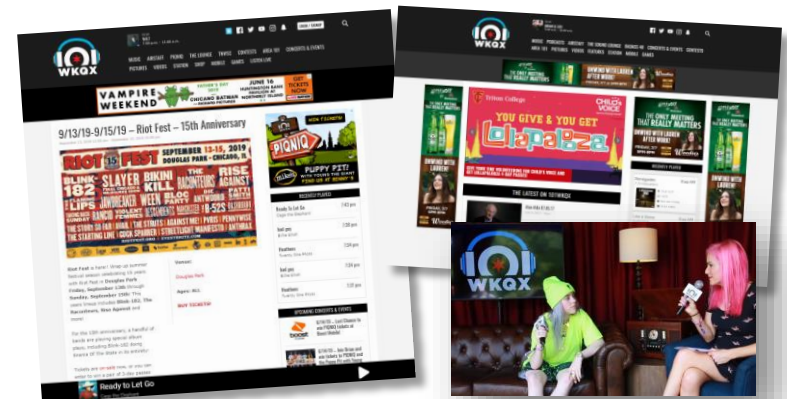
- ✓ Included in appx 50x live/rec on-air promos for promoting Lollapalooza weekend broadcast
- ✓ Included in appx 100x live/rec streaming promos for promoting Lollapalooza weekend broadcast
- ✓ Spot 50x :30 commercials to air July-August



ONLINE

- ✓ Triton logo/link on Lollapalooza page on Q101.com
- ✓ Triton logo featured in homepage graphic on Q101.com
- ✓ Triton included in Q101 eblast promoting Lollapalooza
- ✓ Triton included in min 3x social posts or stories on Facebook or Instagram

"Join Q101 and Triton College at Lollapalooza! We'll be broadcasting live and sharing all of our backstage coverage all weekend!"



TWISTED CHRISTMAS 2023

TIMING: October – Mid-December



GET TRITON COLLEGE IN FRONT OF OUR MOST PASSIONATE LISTENERS!

As our Featured Partner of Twisted, Triton College will receive exposure leading up to and during all Nights of Twisted.



AUDIO

- ✓ Triton College messaging included in appx 50x live/rec on-air promos for Twisted Christmas
- ✓ Triton College messaging included in appx 100x live/rec streaming promos for Twisted Christmas.
- ✓ Spot Bank of 75x :30 commercials on Q101 to run Mid Dec – Mid Jan for Triton.

Example promo:

"Tis the seasons for TWISTED! Twisted XMAS is going down next week at The Aragon. A few tickets are still available for night 3! These incredible nights of music is brought to you by the help of our awesome sponsor Triton College. Triton.edu to register for winter semester.



ON-LINE/SOCIAL

- ✓ Triton logo/link on Twisted Christmas page on Q101.com
- ✓ Triton ROS 728x90 web banner for 4x weeks on Q101.com
- ✓ Triton 24-Hour homepage takeover the week leading up to Twisted



EXPOSURE @ CONCERT

- ✓ Triton College logo displayed throughout venue signage and on Jumbtron during all 5 concerts
- ✓ Triton commercial to play on video screens in between bands
- ✓ Triton College thanked as a sponsor on stage by a Q101 on-air personality between sets



TICKET BLITZ THURSDAY SPRING 2023 FOR TBD SHOW



AUDIO

ON-AIR

- Inclusion in 35x live/rec promotional announcements supporting Ticket Blitz Thursday for TBD Spring concert/event
- 60x :30 brand messages for Triton College to run April-May

STREAMING

- Inclusion in 100x live/rec streaming promotional announcements supporting Ticket Blitz Thursday for TBD Spring concert/event
- 100x :30 brand messages for Triton to run April-May on Q101.com streaming player and mobile apps

DIGITAL

- Triton College logo on ticket blitz Thursday images Q101.com
- Triton College included in boosted social posts from Q101 about ticket blitz Thursday giveaways

EVENT INTEGRATION

ON-SITE AT TRITON

- 2-hour ticket drop on Triton campus
 - Event hosted by Q101 street team & on-air personality
 - Event comes with 20x on-air promo
 - Event listed on Q101.com events section

Total FY24 Investment \$30,000

Sean Sullivan, VP of Business Services

▶ **795,000+**

TOTAL IMPRESSIONS

▶ **\$5,000**

NET INVESTMENT

ST 4/25/23

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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16887

SUBJECT: AGREEMENT WITH INTERSTATE OUTDOOR ADVERTISING

RECOMMENDATION: That the Board of Trustees approve the expenditure paid to Interstate Outdoor Advertising to rent billboard advertising space on North Avenue and Fifth Avenue. This Agreement will begin July 1, 2023 and run through June 28, 2024 at a cost not to exceed \$31,000.

RATIONALE: The FY24 rate is a \$11,000 increase from the previous fiscal year. This billboard advertisement will promote Triton College brand awareness and registration throughout Fiscal Year 2024.

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

To: **Advertiser** Triton College
Product Education
Agency/OSP
Attention Renee Swanberg
Address 2000 Fifth Ave
Room P-104
River Grove, IL 60171
Phone / Fax (708) 456-0300

Out-of-Home Media Contract

Date 4/25/2023
Contract No. 32969
Account Executive(s) Charlie Hurley

Terms and Conditions

by an instrument in writing signed by an authorized officer of INTERSTATE and signed by or on behalf of the Advertiser or the Agency. 14. In the event of Interstate's breach or default, the sole and exclusive rights and remedies of Advertiser/Agency are as set forth in this contract without any further abatement or rent reduction and in full and complete satisfaction of all claims against Interstate. Interstate shall not be liable for any other claims, damages, losses, or expenses, including but not limited to consequential or punitive damages. Advertiser/Agency shall not maintain any action against Interstate for further claims, damages, losses or expenses. If for any reason, the limitation on Interstate's liability set forth herein is determined by a final non-appealable court ruling not to be applicable or enforceable, and Interstate is found liable for claims, losses, damages or expenses, Interstate's liability shall be limited to and shall not exceed the prorated amounts paid by Advertiser under this Contract for the time period the advertising is not displayed, or its visibility is affected. 15. By executing this Contract, the Advertiser hereby authorizes INTERSTATE to use the copy that is subject to this contract for INTERSTATE's promotional purposes including, but not limited to, use on websites, brochures, presentations and distribution materials. 16. Your Signature and initials evidences that you have the authority and right to act, execute and deliver this Contract.

ADVERTISER: _____ AGENCY: _____ OUTSIDE PARTY: _____ INTERSTATE: _____
Initial Initial Initial Initial

905 North Kings Highway | Cherry Hill, NJ 08034 | P (856) 667-6620 F (856) 482-6195



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

Meeting of May 16, 2023

ACTION EXHIBIT NO. 16888

SUBJECT: AGREEMENT WITH TOTAL TRAFFIC AND WEATHER NETWORK

RECOMMENDATION: That the Board of Trustees approve the purchase of advertisements during traffic, news, weather and sports reports to be paid to Total Traffic for Fiscal Year 2024 enrollment. The advertisements will run on WCHI-FM, WGCI-FM, WKSC-FM, WLIT-FM, WOJO-FM, WPWX-FM and WTMX-FM radio stations throughout Fiscal Year 2024 at a cost not to exceed \$30,000.

RATIONALE: These advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2024.

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

Total Traffic & Weather Network

Account: TRITON COLLEGE
Agency: Direct

Triton College 23-24 Annual TTWN: 07/17/2023 - 05/19/2024
TTWN Flight 1: 07/17/2023 - 05/19/2024, 13 ACTIVE weeks - Mo-Fr 5a-8p

Age: 18+ - Ethnicity: All - Gender: All
Books: 3BK Dec22-Feb23 MSA ARB PPM

Market	Product	Total spots	GRP	GI	COST
Chicago	TTWN		218	59.5	4147900
TOTAL			218		4,147,900

WCHI-FM	Rock
WGCI-FM	Hip-Hop/RnB
WKSC-FM	CHR
WLIT-FM	Hot AC
WOJO-FM	Spanish
WPWX-FM	Hip-Hop/RnB
WTMX-FM	Hot AC

Sean Sullivan, VP of Business Services

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

Meeting of May 16, 2023

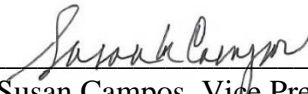
ACTION EXHIBIT NO. 16889

SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS

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

RATIONALE: These recommendations were approved by the College Curriculum Committee on April 6, 2023, and May 4, 2023, approved by the Academic Senate on April 11, 2023, and May 9, 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

Related forms requiring Board signature: Yes No

**College Curriculum Committee Summary
April 6, 2023**

for

**Academic Senate, April 11, 2023
Board of Trustees, May 16, 2023**

PROGRAMS

MAJOR PROGRAM REVISION(s)

- C220A EC/Career Pathway, Gateways to Opportunity, Level IV Credential (AAS)
 - program description change; ECE 146 changed from 2 to 3 credits
 - *Effective 8/20/2023*
- C320A EC/Childhood Advanced Career Pathway Level III Certificate
 - ECE 146 revised from 2 to 3 credits; total program credits from 27.5 to 28.5
 - *Effective 8/20/2023*
- C420B Infant/Toddler Certificate
 - ECE 146 revised from 2 to 3 credits; HTH 281 was deleted
 - *Effective 8/20/2023*
- C420C EC/Advanced Career Pathway Level II Certificate
 - course description revision; ECE 146 from 2 to 3 credits; total program credits from 15 to 16
 - *Effective 8/20/2023*
- C520A EC/Administrative and Management Advanced Certificate, Level I
 - ECE 146 from 2 to 3 credits; total program credits from 26.5 to 27.5
 - *Effective 8/20/2023*
- U22414 EC/AA Transfer Pathway Level II, Gateway to Opportunity Credential
 - added Stackable Level II Certificate; ECE 146 revised from 2 to 3 credits; Program Electives from 9 to 6 credits; Life Science revised from 3-4 to 4; total program credits from 61-62 to 60
 - *Effective 8/20/2023*
- U230A30 Pre-Engineering (AS)
 - added EGR 152, EGR 195, EGR 207, EGR 207, EGR 211, EGR 211, EGR 221, EGR 269, EGR 265 and ENT 210 to Program Electives list
 - *Effective 8/20/2023*

MINOR PROGRAM REVISION(s)

- C206A Accounting/Finance (AAS)
 - BUS 212 Principles of Finance is moved to semester two; BUS 161 Business Law I moved to semester three
 - *Effective 8/20/2023*
- C206B Business Management (AAS)
 - curriculum description change; BUS 212 moved from semester three (fall), to semester four (spring); BUS 293 added to semester four (spring); BUS 127 moved to semester three (fall)
 - *Effective 8/20/2023*
- C260A Renewable Energy Technology (AAS)
 - removed RHT 102 and SPE 101 as both required to either/or; Business courses moved to Program Electives
 - *Effective 8/20/2023*

COURSES

NEW COURSE(s)

- EGR 195 Programming for Engineering
 - 3 credits; 2 lecture; 2 lab; \$60 course fee; prerequisite 'PHY 106'
 - *Effective 8/20/2023*

REVISED COURSE(s)

- ECE 146 Child, Family & Community
 - course credits from 2 to 3; course description change; updated Course Learning Outcomes
 - *Effective 8/20/2023*

REACTIVATED COURSE(s)

- EGR 152 Engineering Statics
 - 3 credits; 3 lecture; prerequisite 'PHY 106, MAT 133'
 - *Effective 8/20/2023*
- EGR 207 Thermodynamics
 - 3 credits; 3 lecture; prerequisite 'PHY 106, MAT 235 or concurrent enrollment'
 - *Effective 8/20/2023*
- EGR 211 Engineering Dynamics
 - 3 credits; 3 lecture; prerequisite 'EGR 152, MAT 235 or concurrent enrollment'
 - *Effective 8/20/2023*
- EGR 221 Mechanics of Materials
 - 3 credits; 3 lecture; prerequisite 'EGR 152; MAT 235'
 - *Effective 8/20/2023*
- EGR 260 Electrical Circuit Analysis
 - 4 credits; 2 lecture; 4 lab; prerequisite 'PHY 107'
 - *Effective 8/20/2023*
- EGR 265 Digital Logic Design
 - 4 credits; 2 lecture; 4 lab; prerequisite 'PHY 106'
 - *Effective 8/20/2023*

DELETED COURSE(s)

- RHT 098 Integrated College Reading and Writing I
 - *Effective 5/21/2023*
- RHT 099 Learning Framework for College Reading and Writing
 - *Effective 5/21/2023*

**College Curriculum Committee Summary
May 4, 2023**

for

**Academic Senate, May 9, 2023
Board of Trustees, May 16, 2023**

PROGRAMS

NEW PROGRAM(s)

- C319A Barber Certificate
 - total program credits: 50
 - *Effective 8/20/2023*

COURSES

NEW COURSE(s)

- BAR 101 Fundamentals of Barbering
 - credits:3; lecture: 2; lab: 2; prerequisite 'acceptance into Barber program'
 - *Effective 8/20/2023*
- BAR 102 Artistic Barbering I
 - credits:3; lecture: 1; lab: 3; prerequisite 'acceptance into Barber program'
 - *Effective 8/20/2023*
- BAR 103 Barbershop Operations I
 - credits:3; lecture: 2; lab: 2; prerequisite 'acceptance into Barber program'
 - *Effective 8/20/2023*
- BAR 104 Chemical Services I
 - credits:3; lecture: 1; lab: 4; prerequisite 'acceptance into Barber program'
 - *Effective 8/20/2023*
- BAR 111 Facial Treatment
 - credits:3; lecture: 1; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103 and BAR 104 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 112, BAR 113 and BAR 114'
 - *Effective 8/20/2023*
- BAR 112 Artistic Barbering II
 - credits:3; lecture: 1; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103 and BAR 104 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 111, BAR 113 and BAR 114'
 - *Effective 8/20/2023*
- BAR 113 Barbershop Operations II
 - credits:3; lecture: 2; lab: 2; prerequisite 'BAR 101, BAR 102, BAR 103 and BAR 104 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 111, BAR 112 and BAR 114'
 - *Effective 8/20/2023*
- BAR 114 Chemical Services II
 - credits:3; lecture: 1; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103 and BAR 104 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 111, BAR 112, and BAR 113'
 - *Effective 8/20/2023*
- BAR 201 Barbering Techniques

- credits:3; lecture: 1; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113 and BAR 114 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 202, BAR 204 and BAR 205'
- *Effective 8/20/2023*
- BAR 202 Artistic Barbering III
 - credits:3; lecture: 1; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113, BAR 114 (with a minimum grade of 'C' or higher)); concurrent enrollment with BAR 201, BAR 204 and BAR 205'
 - *Effective 8/20/2023*
- BAR 204 Chemical Application I
 - credits:3; lecture: 1; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113 and BAR 114 (with a minimum grade of 'C' or higher)); concurrent enrollment with BAR 201, BAR 202 and BAR 205'
 - *Effective 8/20/2023*
- BAR 205 Advanced Barbering Techniques I
 - credits:3; lecture: 1; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113 and BAR 114 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 201, BAR 202, and BAR 204'
 - *Effective 8/20/2023*
- BAR 213 Barbershop Management
 - credits:3; lecture: 2; lab: 2; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113, BAR 114, BAR 201, BAR 202, BAR 204, BAR 205 (with a grade of 'C' or higher); concurrent enrollment with BAR 214, BAR 225, BAR, 245, BAR 250'
 - *Effective 8/20/2023*
- BAR 214 Chemical Application II
 - credits:3; lecture: 2; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113, BAR 114, BAR 201, BAR 202, BAR 204 and BAR 205 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 213, BAR 225, BAR 245 and BAR 250'
 - *Effective 8/20/2023*
- BAR 225 Advanced Barbering Techniques II
 - credits:3; lecture: 1; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113, BAR 114, BAR 201, BAR 202, BAR 204 and BAR 205 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 213, BAR 214, BAR 245 and BAR 250'
 - *Effective 8/20/2023*
- BAR 245 Barber Clinic
 - credits:2; lab: 4; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113, BAR 114, BAR 201, BAR 202, BAR 204 and BAR 205 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 213, BAR 214, BAR 225, and BAR 250'
 - *Effective 8/20/2023*
- BAR 250 License Preparation
 - credits:3; lecture: 2; lab: 2; prerequisite 'BAR 101, BAR 102, BAR 103, BAR 104, BAR 111, BAR 112, BAR 113, BAR 114, BAR 201, BAR 202, BAR 204 and BAR 205 (with a minimum grade of 'C' or higher); concurrent enrollment with BAR 213, BAR 214, BAR 225, and BAR 245'
 - *Effective 8/20/2023*

REVISED COURSE(s)

- PED 125 Kickboxing for Fitness
 - title to 'Boxing for Fitness'; course description change; topic changes; course fee: \$10
 - *Effective 8/20/2023*
- ENT 110 Engineering Design Graphics/CAD
 - updated course description and Course Learning Outcomes
 - *Effective 8/20/2023*

Portable Handheld X-Ray Fluorescence Analyzer

The following firms have been invited to submit bids for Portable Handheld X-Ray Fluorescence Analyzer. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Three (3) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Tuesday, April 11, 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
Thermo Scientific Portable Analytical Instruments, Inc. 2 Radcliff Road Tewksbury, MA. 01876	\$27,100.00

It is recommended that the Board of Trustees accept the proposal submitted by Thermo Scientific Portable Analytical Instruments, Inc. 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	01-80700520-580600005
A/C Name	Equipment-Instructional
Budget FY23	\$ 27,100.00
Prev. Expend.	.00
Schedule	27,100.00
Balance	.00



Memorandum

April 12, 2023

To: Sean Sullivan
V.P. Business Service

From: Sheldon Turner
Chairperson, Science Department

RE: Portable XRF Analyzer – PLUS Lab

Triton College received four bids from three companies for a portable X-ray Fluorescence analyzer and workstation. Thermo Fisher quoted two different models, the XL2 Plus for the lowest bid at \$27,100, and the XL5 Plus at the second highest bid at \$36,512.50. Sci Aps came in second lowest at \$32,650 for the X-505 but I do not see any indication that this bid includes the tabletop test station included in the other 3 bids so I can't recommend this bid without this important component. The Evident Scientific came in highest at \$47,036.50 and I do not recommend this bid.

Between the two Thermo Fisher models, the Niton XL2 950 PLUS for \$27,100 meets our needs for supporting undergraduate research in the PLUS lab and other curricular improvements for Geology, Chemistry, Physics, and Biology courses. This is a heavily discounted rate for this product and includes a 2 year warranty. I recommend accepting this bid.

Please let me know if you have any questions.

A handwritten signature in black ink, appearing to read "Sheldon Turner".

Sheldon Turner, Ph.D.
sheldonturner@triton.edu
Ext. 3312

Triton College Portable Handheld X-Ray Fluorescence Analyzer Sealed Bid	Bid Tabulation: Tuesday, April 11, 2023 at 1:30 p.m.
Company Name	Total Bid Price
Thermo Scientific Portable Analytical Instruments XL2 950 Plus	\$ 27,100.00
Sci Aps, Inc	\$ 32,650.00
Thermo Scientific Portable Analytical Instruments XL5 Plus	\$ 36,512.50
Evident Scientific, Inc.	\$ 47,036.50

Portable Handheld X-ray Fluorescence Analyzer Specifications

1. Preset calibrations for Geochemistry (Mining) and Environmental (Soil), with option for other downloadable or user defined calibrations
2. Element Range: Mg, Al, Si, P, S, K, Ca, Ti, V, Cr, Mn, Fe, Co, Ni, Cu, Zn, As, Se, Sr, Rb, Zr, Mo, W, Ti, Hg, Pb, Bi, Ag, Cd, Sn, Sb (Access to full Mg through U depending on calibration, preferred).
3. Silicon drift detector for
4. Micro and Macro Camera for sample viewing
5. Wifi or USB connectivity for downloading data
6. Includes all needed software and libraries
7. Includes a covered work station or test station accessory for prepared samples, small objects, and liquid samples, while running longer sampling times without being held. Also for increasing safety when being used by supervised students.
8. Example pXRF Analyzers that match requirements: SciAps X-200 with Test Station
Olympus Vanta with Work Station.

Portable Handheld X-Ray Fluorescence Analyzer Vendor List

Evident Scientific
48 Woerd Avenue
Waltham, MA. 02453

Sci Aps, Inc.
7 Constitution Way
Woburn, MA. 01801

Thermo Scientific Portable Analytical Instruments, Inc.
2 Radcliff Road
Tewksbury, MA. 01876

Tutoring Lab Renovation – Building A

4 firms submitted bids for the Tutoring Lab Renovation – 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 11:30 a.m. local time, Thursday, April 27, 2023, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and Gaspare Pitrello, Arcon Associates, Inc. and witnessed by Steve Mazurek & James Pechacek, Operations & Maintenance, Hilary Meyer, Academic Success, and representatives from Edwin Anderson Construction, F.H. Paschen, CDE/LMEE, Efraim Carlson, and Tandem Construction.

It is recommended that the Board of Trustees accept the proposal submitted by F.H. Paschen, S.N. Nielsen & Associates LLC, in accordance with their low, responsive bid. This item was competitively bid according to state statutes.

COMPANY	NET COST
F.H. Paschen, S.N. Nielsen & Associates LLC 5515 N East River Rd. Chicago, IL 60656	\$490,150.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70900501-580400005
A/C Name	Construction Building Remodeling > 50k
Budget FY24	\$ 490,150.00
Prev. Expend.	\$ 0.00
Schedule	\$ 490,150.00
Balance	\$ 0.00

Memorandum

April 28, 2023

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Tutoring Lab Renovation – Building A



Operations & Maintenance

Triton College received 4 bids from vendors for the Tutoring Lab Renovation – Building A Project.

The lowest, responsive bidder was F.H. Paschen, S.N. Nielsen & Associates LLC, in the Base Bid and Alternate No. 1 amount of \$490,150.00.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to F.H. Paschen, S.N. Nielsen & Associates LLC, in the Base Bid and Alternate No. 1 amount of \$490,150.00.

I support this recommendation and agree that the bid should be awarded to F.H. Paschen, S.N. Nielsen & Associates LLC, in the Base Bid and Alternate No. 1 amount of \$490,150.00.

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

John



April 28, 2023

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

RE: **BID RECOMMENDATION
TUTORING LAB RENOVATION – BUILDING A
TRITON COLLEGE
PROJECT NO. 23027**

Dear Mr. Lambrecht:

On Thursday, April 27, 2023, at 11:30 A.M. four (4) sealed bids were publicly opened and read for the Tutoring Lab Renovation – Building A project. The low qualified bidder is F.H. Paschen, S.N. Nielsen & Associates LLC, in the Base Bid and Alternate No. 1 amount of \$490,150.00. The Base Bid includes the project contingency.

We contacted F.H. Paschen, and they have confirmed their bid. The project requirements were reviewed, and F.H. Paschen demonstrated an understanding of the scope of work and project timeline. F.H. Paschen has completed previous ARCON and Triton College projects. 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 Tutoring Lab Renovation – Building A project to the low qualified bidder, F.H. Paschen, S.N. Nielsen & Associates LLC, in the Base Bid and Alternate No. 1 amount of \$490,150.00.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink that reads 'Gaspare Pitrello'.

Gaspare P. Pitrello, ALA
Principal

Attachments

GPP/rac
J:\Triton College\23027 Tutoring Lab Renovation\1 Docs\Corr\23027L001.docx

Project: TUTORING LAB RENOVATION - BUILDING A
 Owner: Triton College
 Project No.: 23027
 Bid Date/Time: Thursday, April 27, 2023 @ 11:30 A.M.



	CONTRACTOR	BASE BID TOTAL	CONSTRUCTION CONTINGENCY (10% OF BASE BID)	TOTAL BID INCLUDING CONTINGENCY	ALTERNATE NO. 1: EXISTING CONCRETE FLOOR SLAB MOISTURE MITIGATION	TOTAL BASE BID INCLUDING CONTINGENCY & ALTERNATE 1
1	F.H. Paschen, S.N. Nielsen & Associates LLC	\$406,500.00	\$40,650.00	\$447,150.00	\$43,000.00	\$490,150.00
2	Efraim Carlson & Son, Inc.	\$438,000.00	\$43,800.00	\$481,800.00	\$36,400.00	\$518,200.00
3	Tandem Construction, Inc.	\$428,000.00	\$42,800.00	\$470,800.00	\$62,000.00	\$532,800.00
4	Edwin Anderson Construction Company	\$424,000.00	\$42,400.00	\$466,400.00	\$41,000.00	\$507,400.00
5						
6						
7						
8						