



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, August 27, 2024

- I. CALL TO ORDER** August 27, 2024 at 6:30 p.m.
Boardroom, A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LXI**
Minutes of the Board Budget Hearing of July 16, 2024, No. 1
Minutes of the Regular Board Meeting of July 16, 2024, No. 2
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
A. Academic Affairs/Student Affairs
B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
- A. Board Policy – Second Reading
Business Services
3321/3324 Purchase Requisitions and Purchase Orders
- Student Affairs
5103 High School Student Admission
- B. Action Exhibits
17088 Trustee Travel
17089 Budget Transfers

- 17090 Law Enforcement Support Office (LESO) Program
- 17091 Purchase of New 2024 Honda Prologue Elite
- 17092 Agreement with RML Specialty Hospital
- 17093 TRIO SSS Tour to Southern Illinois & Missouri
- 17094 National Student Clearinghouse Addendum
- 17095 Diskovery – Adobe Software
- 17096 Microsoft Consolidated Campus Agreement with CDW-G
- 17097 FY 26 RAMP Report – Confirmation of Board Poll
- 17098 J Building Emergency Chiller Repair – Confirmation of Board Poll
- 17099 Fee Waiver – Triton College Foundation President’s Reception
- 17100 Release of Closed Session Minutes

C. Purchasing Schedules

D. Bills and Invoices

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

F. Human Resources Report

XIV. COMMUNICATIONS – INFORMATION

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

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Vice Chairwoman Diane Viverito called the Budget Hearing of the Board of Trustees to order in the Boardroom at 6:31 p.m. Following the Pledge of Allegiance, roll call was taken.

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

Absent: Mr. Luke Casson, Mr. Mark Stephens.

Ms. Viverito explained that Chairman Stephens is unable to attend both the Budget Hearing and Regular meeting of the Board of Trustees in person this evening due to illness. Pursuant to Board Policy 1120 and the Illinois Open Meetings Act, he may attend both the Budget Hearing and the Regular Board meeting virtually with the Board's approval. The Chairman informed Susan of the need to attend virtually earlier this afternoon. This satisfies the requirements of the College's policy and the Open Meetings Act.

Mrs. Potter made a motion to allow Chairman Stephens' attendance at both the July 16, 2024 Budget Hearing and the Regular Meeting of the Board of Trustees via telephone, seconded by Mr. Jennings.

Roll Call Vote:

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

Absent: Mr. Casson, Mr. Stephens.

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

TRUSTEE JOINS MEETING

Chairman Stephens joined the meeting via telephone and assumed the role of chair at 6:34 p.m.

CITIZEN PARTICIPATION

None.

PUBLIC HEARING ON FY 2025 TENTATIVE BUDGET

Mr. Stephens stated that for the FY 25 tentative budget, the total projected operating revenues are \$68,430,807, the total projected operating expenditures are \$75,278,092, and the total projected operating deficit is \$6,847,285. The budget appropriates tentative expenditures for all positions and potential expenditures as they are known today.

Mr. Stephens asked what amount will be left at June 30, the end of the fiscal year. Executive Director of Finance Jim Reynolds explained that the balance will be close to zero, and that the operating reserves are \$33.7 million.

ADJOURNMENT

The Chairman asked for a motion to adjourn the Budget Hearing. Motion was made by Ms. Viverito to adjourn the meeting, seconded by Mr. Johnson.

Roll Call Vote:

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

Absent: Mr. Casson.

Motion carried 6-0 with the Student Trustee voting yes. Chairman Stephens adjourned the Budget Hearing at 6:37 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 6:37 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Kailee Harper, Mr. Tracy Jennings, Mr. Glover Johnson,
Mrs. Elizabeth Potter, Mr. Rich Regan, Mr. Mark Stephens (attending via
telephone), Ms. Diane Viverito.

Absent: Mr. Luke Casson.

Mr. Stephens stated that Trustee Casson is absent due to a work obligation.

APPROVAL OF BOARD MINUTES

Mr. Jennings made a motion, seconded by Mrs. Potter, to approve the minutes of the Regular Board Meeting of June 18, 2024. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

President Moore commented that the administration is pulling Action Exhibit 17083 FY 2026 RAMP Report.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Leslie Wester reported that faculty had fun at last month's golf outing and many activities on campus, and are looking forward to fall.

Mid-Management Association President Dorota Krzykowska provided an update on enrollment events, new student orientation sessions, and other registration initiatives.

Adjunct Faculty Association President Bill Justiz congratulated Tom Olson, President of the Triton College Foundation Board of Directors, on the successful fundraising achieved through the golf outing. Mr. Justiz thanked the Board for ratifying the Adjunct Faculty Negotiated Agreement last month.

STUDENT SENATE REPORT

TCSA President Mark Kouria reported that students are excited for the fall semester. Clubs and organizations are assisting with the Welcome Squad. Upcoming events include Welcome Week and ice cream social the second week of school.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee does not meet in July.

Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on July 3 and reviewed six new business items. All were unanimously approved and sent to the Board with a recommendation for approval.

ADMINISTRATIVE REPORT

None.

PRESIDENT'S REPORT

None.

CHAIRMAN'S REPORT

Chairman Stephens commented on the recent storms, encouraging people to check in on those who may need assistance.

NEW BUSINESS

BOARD POLICY – First Reading

**Business Services 3321-3324 Purchase Requisitions and Purchase Orders
Student Affairs 5103 High School Student Admission**

Mr. Stephens commented that these are first readings of Board Policy, and will return for adoption next month.

ACTION EXHIBITS

17081 Trustee Travel

Mr. Johnson made a motion, seconded by Ms. Viverito, to approve Trustee Travel.

Roll Call Vote:

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

Absent: Mr. Casson.

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

17082 Budget Transfers

17083 FY 2026 RAMP Report - This item was pulled from the agenda

17084 Enterprise Car Rental

17085 Agreement with Rush Oak Park Hospital

17086 ILLINET/OCLC Services Program Member Agreement

17087 ACT WorkKeys Services Renewal

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

BILLS AND INVOICES

Ms. Viverito made a motion, seconded by Mr. Jennings, to pay the Bills and Invoices in the amount of \$2,473,574.44.

Roll Call Vote:

Affirmative: Ms. Harper, Mr. Jennings, Mr. Johnson, Mrs. Potter,
Mr. Regan, Ms. Viverito, Mr. Stephens.
Absent: Mr. Casson.

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

CLOSED SESSION

The Board did not move to Closed Session.

HUMAN RESOURCES REPORT

1.0 Faculty

Ms. Viverito made a motion, seconded by Mr. Regan, to approve pages 1 through 3 of the Human Resources Report, item 1.1.01 through 1.5.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Mr. Johnson made a motion, seconded by Mrs. Potter, to approve pages 4 and 5 of the Human Resources Report, items 2.1.01 through 2.7.01. Voice vote carried the motion unanimously.

3.0 Administration

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve page 6 of the Human Resources Report, items 3.1.01 through 3.1.02. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Mrs. Potter made a motion, seconded by Mr. Regan, to approve pages 7 through 9 of the Human Resources Report, items 4.1.01 through 4.7.02. Voice vote carried the motion unanimously.

5.0 Mid-Management

Mr. Johnson made a motion, seconded by Mr. Jennings, to approve page 10 of the Human Resources Report, items 5.1.01 through 5.4.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Mr. Regan made a motion, seconded by Mr. Jennings, to approve pages 11 through 14 of the Human Resources Report, items 6.1.01 through 6.5.01. Voice vote carried the motion unanimously.

7.0 Other

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve pages 15 and 16 of the Human Resources Report, items 7.1.01 through 7.6.01. Voice vote carried the motion unanimously.

ADJOURNMENT

Chairman Stephens thanked the Board for their consideration and allowing him to attend the meetings virtually.

Motion was made by Mr. Johnson to adjourn the Regular Meeting of the Board, seconded by Mr. Jennings. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 6:51 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 August 27, 2024

POLICY SECTION Business Services

POLICY NO. 3321/3324

First Reading

Second Reading

TITLE: PURCHASE REQUISITIONS AND PURCHASE ORDERS

PURPOSE: Revisions to Policy 3321/3324 are necessary to more accurately articulate the purchase requisitions and purchase orders approval process.

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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**PURCHASE REQUISITIONS AND
PURCHASE ORDERS**

**POLICY 3321/3324
ADOPTED: 12/18/1990
AMENDED: 12/17/1991
AMENDED: 03/17/1992
AMENDED: 03/16/1993
AMENDED: 07/18/2000
AMENDED: 08/20/2013
AMENDED: 12/20/2016
AMENDED: 01/24/2023
AMENDED:**

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

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

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

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

Purchase of up to \$1,500 – Two approvals needed: (1) Cost Center Manager and (2) Associate Vice President or Dean.

Purchase of up to \$3,000 – Three approvals needed: (1) Cost Center Manager, (2) responsible Associate Vice President or Dean and (3) Vice President of area.

Purchase over \$3,000 – Four approvals needed: (1) Cost Center Manager, (2) responsible Associate Vice President or Dean, (3) Vice President of area and (4) Vice President of of Business Services.

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

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

Meeting of August 27, 2024

POLICY SECTION Student Affairs

POLICY NO. 5103

First Reading

Second Reading

TITLE: HIGH SCHOOL ADMISSION

PURPOSE: Revisions to Policy 5103 are necessary to best serve increasing numbers of high school students enrolling in college-level coursework through early college initiatives.

Submitted to Board by:



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

Board Officers' Signatures Required:

**Board Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

HIGH SCHOOL STUDENT ADMISSION

POLICY 5103

ADOPTED: 04/23/91

AMENDED: 09/24/13

High school students may apply and enroll in college courses as permitted by academic procedures and partnership agreements.

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17088

SUBJECT: BOARD OF TRUSTEES TRAVEL

RECOMMENDATION: To approve travel for Trustee Tracy Jennings to attend a meeting of the Illinois Community College Trustees Association (ICCTA) Springfield, Illinois on September 12-14, 2024. Total cost of travel will not exceed \$940, itemized as follows: registration - \$165; transportation - \$300; lodging - \$275; meals - \$150; parking and tolls - \$50.

RATIONALE: In keeping with the Local Government Travel Expense Control Act, the Board of Trustees reviews the travel expenses of all Board members. Trustee Jennings is the Board's appointed representative to the ICCTA and he will interact with community college trustees from across the state on topics pertinent to trusteeship and issues affecting higher education.

Submitted to Board by: Mary-Rita Moore
Mary-Rita Moore, President

Board Officers' Signatures Required:

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

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17089

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 2024
FOR THE PERIOD 7/1/24 to 7/31/24**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
RESTRICTED FUND					
1	STN-PERKINS-Health Career	06-10405003-530900010	Perkins Business & Technology	06-10205003-510100005	2,077.01
2	AES-ADULT ED. STATE	06-10605002-530900010	AES-ADULT ED. STATE	06-10605002-540100210	5,338.34
3	IL SCOERs Support Creation Ope	06-20905055-530900010	IL SCOERs Support Creation Ope	06-20905055-540900505	6,000.00
4	Perkins Early College	06-20905056-550300005	Perkins Career Services	06-30205007-550200005	487.68
5	ICCB Trades School Program	06-40405008-530900010	ICCB Trades School Program	06-40405008-550100005	686.50
6	ICCB Trades School Program	06-40405008-540100240	ICCB Trades School Program	06-40405008-550100005	2,048.02
7	ICCB Trades School Program	06-40405008-540400005	ICCB Trades School Program	06-40405008-550100005	878.00
8	ICCB Trades School Program	06-40405008-540700005	ICCB Trades School Program	06-40405008-550100005	208.49
9	ICCB Trades School Program	06-40405008-540901005	ICCB Trades School Program	06-40405008-550100005	6.00
TOTAL RESTRICTED FUND					\$ 17,730.04
TOTAL PROPOSED BUDGET TRANSFERS					\$ 17,730.04

Budget Transfer Form

Dollar Amount \$2077.01

			Object Code Description
From what Budget Account	06 10405003 530900010		PerkinsHEQ other contractual
To what Budget Account	06 10205003 510100005		Perkins B&T administrative - FT

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? Gianna Colella 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 planned purchases for FY24 have been completed.

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

A personnel change was made during the year resulting in a modification in the budgeted amount.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Anthony Riley</u>	6/27/2024
Cost Center Manager	<small>DocuSigned by:</small> <u>Paul Jensen</u>	7/1/2024
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	<small>DocuSigned by:</small> <u>Paul Jensen</u>	7/1/2024
Area Vice President	<small>DocuSigned by:</small> <u>Susan Campos</u>	7/1/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: GC 7-1-24
 Asst. Director of Finance: [Signature]
 Exec. Director of Finance: [Signature]
 Exec. Dir. of Bus. Operations: [Signature]
 VP of Business Services: [Signature] 7/1/24

Entered by: B 7617 B 6-30-24

Budget Transfer Form

\$5338.34

Dollar Amount

From what Budget Account

06 10605002 530900010

Object Code Description

Other Contractual - State

To what Budget Account

06 10605002 540100210

Instructional Supplies - State



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

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

Grant Accountant? Susan Zefeldt

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:
Interpreter services no longer needed as explained in the Uniform Budget to ICCB. this is an allowable transfer for the AEL grant FY24.

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

Purchase CASAS tests due to increased need for pre and post-testing due to increased enrollment and new testing requirements.

Required Signatures

Requestor

DocuSigned by: Gregg Biglau 6/25/2024
B06C5207D05B489...

Cost Center Manager

DocuSigned by: Gregg Biglau 6/25/2024
B06C52C7D05B489...

Associate Dean (if Applicable)

DocuSigned by: _____ 6/25/2024

Dean (if Applicable)

DocuSigned by: Gregg Biglau 6/25/2024
B06C52C7D05B489...

Associate Vice President

DocuSigned by: Paul Jensen 6/25/2024
B15C006B19740E...

Area Vice President

DocuSigned by: Susan Campos 6/25/2024
B7D8745E0BA6449...

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]

Entered by: 07608 TS 6-27-24

Budget Transfer Form

Dollar Amount \$6000

From what Budget Account 06 20905055 530900010 Object Code Description Other Contractual

To what Budget Account 06 20905055 540900505 Other Materials and Supplies

Is this a Grant? ***If you are submitting a grant transfer, the following statement must appear in the Rationale:**
 Yes No **"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:
 The \$6,000 in funds were for an industry representative to provide services on reviewing OER materials created for the chemistry lab manuals. However, the review will now be conducted by peers in the field for no cost to us.

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

The funds will be used for the purchase of the PRUSA printer and supplies for chemistry students. This will accompany the use of the OER modules for the lab manual. This is an allowable transfer under the CARLI OER grant guidelines.

Required Signatures

Requestor PURVA DEVOL 7/31/2024

Cost Center Manager Sandya Khan 7/31/2024

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Paul Jensen 8/1/2024

Area Vice President Colleen Rockafellow 8/1/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance [Signature]

Exec. Director of Finance: _____

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

VP of Business Services: [Signature] 8/5/24

Entered by: B7706 73 8-6-24

Budget Transfer Form

Dollar Amount \$487.68

From what Budget Account 06 20905056 550300005 Object Code Description Early College out of state

To what Budget Account 06 30205007 550200005 Career Services 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? Gianna Colella Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Planned purchases have been completed, so any remaining funds are available to be transferred to other lines to be used to reimburse eligible institutional purchases.

Explain specifically why additional funds are needed in the receiving account:
 Funds received will be used to provide reimbursement for eligible institutional purchases.

Required Signatures

Requestor Anthony Riley 6/25/2024

Cost Center Manager Paul Jensen 6/25/2024

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Paul Jensen 6/25/2024

Area Vice President Susan Campos 6/25/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: GC 6-26-24

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 6/26/24

Entered by: B7607 JB 6-27-24

Budget Transfer Form

\$686.50

Dollar Amount

Object Code Description

From what Budget Account

06 40405008 530900010

Other Contractual

To what Budget Account

06 40405008 550100005

Conference/Meeting Expenses



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:

No additional funds are expected to be spent from this budget line for the remainder of the fiscal year.

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

Transferred funds will help cover daily lunches for students enrolled in College for Kids Career Exploration Camp. Lunches for all three weeks were approved in early spring through the grants department.

Required Signatures

Requestor

DocuSigned by: Bianca Sola-Perkins 6/27/2024

Cost Center Manager

299A9F26607A477
DocuSigned by: Panos Hadjimitsos 6/27/2024

Associate Dean (if Applicable)

DocuSigned by: Bianca Sola-Perkins 7/1/2024

Dean (if Applicable)

299A9F26607A477
DocuSigned by: Paul Jensen 7/1/2024

Associate Vice President

815C066B1974DE
DocuSigned by: Susan Campos 7/1/2024

Area Vice President

87D6745E0B45449

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: _____

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 7/3/24

Entered by: B7625 73 7928

Budget Transfer Form

\$2048.02

Dollar Amount

From what Budget Account

06 40405008 540100240

Object Code Description

Supplies

To what Budget Account

06 40405008 550100005

Conference / Meeting Expenses



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

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

Grant Accountant? Susan Zefeldt

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 expected to be spent from this budget line for the remainder of the fiscal year.

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

Transferred funds will help cover daily lunches for students enrolled in College for Kids Career Exploration Camp. Lunches for all three weeks were approved in early spring through the grants department.

Required Signatures

Requestor

DocuSigned by: Bianca Sola-Perkins 6/27/2024

Cost Center Manager

DocuSigned by: Paras Hadjimitsos 6/27/2024

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by: Bianca Sola-Perkins 7/1/2024

Associate Vice President

DocuSigned by: Paul Jensen 7/1/2024

Area Vice President

DocuSigned by: Susan Marie Campos 7/1/2024

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations:

VP of Business Services: 7/2/24

Entered by: B7626 B 7-2-24

Budget Transfer Form

Dollar Amount \$878.00

From what Budget Account 06 40405008 540400005 Object Code Description Materials

To what Budget Account 06 40405008 550100005 Conference / Meeting Expenses

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:
 No additional funds are expected to be spent from this budget line for the remainder of the fiscal year.

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

Transferred funds will help cover daily lunches for students enrolled in College for Kids Career Exploration Camp. Lunches for all three weeks were approved in early spring through the grants department.

Required Signatures

Requestor Bianca Sola-Perkins 6/27/2024

Cost Center Manager Paros Hadjimitsos 6/27/2024

Associate Dean (If Applicable) _____

Dean (If Applicable) Bianca Sola-Perkins 7/1/2024

Associate Vice President Paul Jensen 7/1/2024

Area Vice President Susan Campos 7/1/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: _____

Exec. Director of Finance: _____

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

VP of Business Services: [Signature] 7/3/24

Entered by: B7623 JB 7.9.24

Budget Transfer Form

Dollar Amount \$208.49

From what Budget Account 06 40405008 540700005 Object Code Description Advertising

To what Budget Account 06 40405008 550100005 Conference / Meeting Expenses



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:

No additional funds are expected to be spent from this budget line for the remainder of the fiscal year.

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

Transferred funds will help cover daily lunches for students enrolled in College for Kids Career Exploration Camp. Lunches for all three weeks were approved in early spring through the grants department.

Required Signatures

Requestor

DocuSigned by: Bianca Sola-Perkins 6/27/2024

Cost Center Manager

DocuSigned by: Paros Hadjimitsos 6/27/2024

Associate Dean (If Applicable)

DocuSigned by: Bianca Sola-Perkins 7/1/2024

Dean (If Applicable)

DocuSigned by: Paul Jensen 7/1/2024

Associate Vice President

DocuSigned by: Susan Campos 7/1/2024

Area Vice President

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: _____

Exec. Director of Finance: _____

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

VP of Business Services: [Signature] 7/3/24

Entered by: B7627 73 7-9-24

Budget Transfer Form

Dollar Amount \$6.00

From what Budget Account 06 40405008 540901005 Object Code Description Other Materials & Supplies

To what Budget Account 06 40405008 550100005 Conference / Meeting Expenses

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
No additional funds are expected to be spent from this budget line for the remainder of the fiscal year.

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

Transferred funds will help cover daily lunches for students enrolled in College for Kids Career Exploration Camp. Lunches for all three weeks were approved in early spring through the grants department.

Required Signatures

Requestor Bianca Sola-Perkins 6/27/2024
Cost Center Manager Panos Hadjimitsos 6/27/2024
Associate Dean (If Applicable) _____
Dean (If Applicable) Bianca Sola-Perkins 7/1/2024
Associate Vice President Paul Jensen 7/1/2024
Area Vice President Susan Campos 7/1/2024

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]
Asst. Director of Finance _____
Exec. Director of Finance: _____
Exec. Dir. of Bus. Operations: [Signature]
VP of Business Services: [Signature] 7/3/24

Entered by: B7626 73 7-9-24

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17090

SUBJECT: LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM

RECOMMENDATION: That the Board of Trustees authorize Triton College's continued participation in the Law Enforcement Support Office (LESO) Program. LESO provides police departments with direct access to various types of excess emergency service equipment and vehicles from State and Federal Agencies. There is no membership or annual renewal fee. Participation in this program continues to be at no cost to the college.

RATIONALE: TCPD presently participates in this program, but LESO has requested that government entities execute a written agreement showing Board of Trustees approval. One program condition requires a record of all the equipment and vehicles obtained through the program must be maintained, updated and provided to LESO by TCPD on an annual basis. All excess items have been turned in by military units or have been held as part of reserve stocks until no longer needed. TCPD has previously received larger vehicles that have been utilized as emergency aid and transportation in various community events. The equipment and vehicles obtained through the LESO Program are beneficial to the campus and community as they enable TCPD to be better prepared for scheduled, unscheduled and emergency activities. The utilization of the equipment allows TCPD to maintain a safe environment for staff, students, and visitors.

Sean Sullivan

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

Board Officers' Signatures Required:

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



July 29, 2024

RE: Acquiring Controlled Property via the LESO (Law Enforcement Support Office) Program

Presidential Executive Order (EO) 14074 “Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety” was signed on May 25, 2022. The EO requires that a Campus Law Enforcement Agency (LEA) operating in Institutions of Higher Education (IHE) obtain approval from their Board of Governors (or equivalent) to acquire controlled property via the LESO Program, which must be evidenced in the application to the LESO Program.

Campus LEAs operating within an IHE must adhere to all guidance found within the LESO Program State Plan of Operation (SPO) Addendum dated August 2022. Within the SPO Addendum, LEAs operating in IHEs otherwise referred to as “Campus Police” or “Campus LEAs” must also adhere to the requirements identified below:

- 1) Obtain explicit approval to participate and acquire controlled property via the LESO Program from their IHE Board of Governors or equivalent body.
- 2) Certify that policies and training include specific provisions on using controlled property in a way that does not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students.
- 3) Campus LEAs who receive controlled vehicles are required to remove the militaristic appearance, painting the vehicle a different color).

Campus LEA Name:

Address: City:

State: Zip code:

Campus LEA Chief Law Enforcement Official:

Official Title:

First Name: Last Name:

As Triton College Board of Trustees Chairman, I confirm all board members approve the Campus LEA listed above for participation and acquisition of controlled property via the LESO Program.

Official Title:

First Name: Last Name:

Signature:

Date:



LESO SPO Addendum Summary

on how to follow Presidential Executive Order (EO) 14074 (Section 12)

from the Illinois Law Enforcement Support Office

MODIFICATION TO DEFINITION OF “CONTROLLED” PROPERTY

This section identifies that there are specific types of property that regardless of the DEMIL type or Integrity Code, will never become property of the Law Enforcement Agency (LEA). It will always remain controlled property and will not be removed from the LEA's inventory, until transfer or turn in.

An example of this is the Command and Control Vehicle. If an LEA receives a camper through LESO, which is normally DEMIL A property, but intends to convert that camper into a Command and Control Vehicle, that camper is now controlled property and will not become property of the LEA, even though it is DEMIL A. The property will remain DEMIL A in the LEA's inventory, but is controlled property. However, if that same camper was acquired to utilize as an office at the firing range, the DEMIL A camper would fall off the LEA's inventory after one year, and become the property of the LEA.

Another example is the HMMWV. In the past, some types of HMMWV's have been classified as Q6 HMMWV's, allowing LEA ownership of the vehicle after one year. Now, all HMMWV's, including Q6's, remain controlled property and will not become property of the LEA.

See the property list in the Addendum for controlled property that the title and ownership remains with the DoD in perpetuity and will not be relinquished to the LEA.

PROHIBITED ITEMS THAT MAY BE ISSUED FOR LIMITED PURPOSES

This section identifies that there are certain prohibited items that when utilized in an authorized manner, the items are authorized and categorized as “controlled” property. They must be annually certified as being used only in authorized manners.

An example would be the Long Range Acoustic Devices (LRAD). If an LEA has or requests an LRAD, an LEA can utilize it as a public address system, but are not authorized to use it for alert, warning, or deterrent tones.

Another example would be Vehicles that do not have commercial application. A commercial vehicle through the LESO program is anything with a DEMIL A or Q6. All other vehicle types would fall under the prohibited category. This includes MRAP's, APC's, and Armored HMMWV's. They are now prohibited, **UNLESS**, they are requested for and utilized for specific authorized uses.

These uses include disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or antiterrorism preparedness, protection, prevention, response, recovery, or relief. **Any other use of these vehicles is not authorized.**

See the property list in the Addendum for prohibited property that may be issued for limited purposes.

ACQUIRING (OR RETAINING) CONTROLLED PROPERTY

This section identifies that in order to request LESO controlled property, LEA's, including elected Sheriff's, must provide written or electronic notification to their community, as well as their civilian governing body (CGB). This notification must be provided at least 30 days prior to requesting the property and be appropriately translated. A template can be provided by the SC/SPOC for LEA notification use. Examples of where the notification can be posted for the community include the LEA website, on the website of the CGB, at the location of the LEA, anywhere that is easily accessible to the public. For the CGB, their notification can be by mail, email, etc., as long as receipt is ensured.

The LESO Program would recommend that LEAs provide a comprehensive list of any controlled property that may be requested throughout the year. It is recommended that the list of controlled property be provided to the local community and local governing body on or before January 1, 2023 and at the beginning of each fiscal year. If this notice of intent does not include a specific controlled property item, such item may not be requested in the LESO Program until 30-days after an updated notice is published.

In cases of disagreement between requesting LEAs and CGB, the Governor appointed LESO Program State Coordinator (SC) will obtain an advisory opinion from the States Attorney General's Office on whether CGBs are authorized by state law to deny the request.

For Campus LEAs operating in Institutions of Higher Education, they must receive explicit approval from the Board of Governors (or equivalent) to acquire LESO property. Campus LEA's must certify that the use of the LESO property will not chill speech, is not disruptive to the educational environment, and does not foster a hostile climate among students. Also, Campus LEA's who receive controlled vehicles are required to remove the militaristic appearance such as painting the vehicle a different color.

See the Addendum for a comprehensive overview of acquiring or retaining controlled property.



LESO SPO Addendum Summary

on how to follow Presidential Executive Order (EO) 14074 (Section 12)

from the Illinois Law Enforcement Support Office

REGIONAL SHARING AGREEMENTS

This section identifies that if an LEA is in a Regional Sharing Agreement, only LESO participants in the Sharing Agreement are able to utilize the equipment and that the LESO participants who are part of the regional sharing agreement must adhere to the SPO and Addendum requirements. Agencies/activities who are not LESO Program participants may not utilize or direct the use of controlled property obtained via the LESO Program.

Requirements include providing information regarding the size of the region, ensuring property is utilized in accordance with the LESO Program SPO and the SPO Addendum, and ensure that if property is loaned from one LESO participating LEA to another LESO participating LEA, that the State Coordinator approves the loan and an Equipment Custody Record (ECR) is done to record the loan. At the end of the loan, the property shall be returned to the original LEA for accountability.

In addition, if an ECR is done, the LESO participating LEA who has the property currently in their inventory must certify that the LEA that the property is being loaned to has adopted or will adopt the policies/procedures outlined in the SPO Addendum, has or will provide the requisite training outlined in the SPO Addendum and will adhere to the information collection and retention requirements outlined in the SPO Addendum.

The LEA conditionally loaning the controlled property will remain accountable to the LESO Program to ensure the above provisions are met.

See the Addendum for a comprehensive overview of regional sharing agreements.

POLICIES/PROCEDURES

This section identifies that LEAs must establish policies/procedures that are consistent with the standards listed below, in order to request or maintain controlled property.

- LEA's must adopt and comply with general policing standards including Community Policing, Constitutional Policing, and Community Input and Impact
- LEA's must adopt and comply with controlled property standards including Appropriate Use of Controlled Property, Supervision of Use, Effectiveness Evaluation, Auditing and Accountability, Transparency and Notice
- LEA's must adopt and comply with record-keeping requirements for controlled property including providing a copy of the general policing standards and specific controlled property standards that were adopted, to include any related policies/procedures and requiring retention of comprehensive training records for at least 3 years. LEA's must provide a copy of these records, upon LESO request

See the Addendum for a comprehensive overview of policies/procedures.

TRAINING

This section identifies that LEAs that request or have acquired controlled property via the LESO Program must establish written policies/procedures for controlled property use, and all personnel who are authorized to use the controlled property will be trained on these policies/procedures.

LEA's must provide annual training on general policing standards, property standards for those who may use the LESO property, the operational/technical training to LEA personnel to ensure that they are proficient in the use of the controlled property, and provide scenario-based training to personnel that combines constitutional and community policing principles with controlled property specific training.

See the Addendum for a comprehensive overview of training.

DOCUMENTATION REQUIRED FOR "SIGNIFICANT INCIDENTS"

This section identifies that LEAs must collect and retain the information (described below) when any law enforcement activity involves a "Significant Incident" which requires (or results in) the use of controlled property on the LEAs inventory. This report must include name and quantity of the LESO property used, description of the LEA action/operation, LEA personnel who utilized the property, identify civilians who were involved in the action/operation, and the result of the action/operation. Report record must be made available to the community and must be retained in the LEA's records for 3 years.

See the Addendum for a comprehensive overview of Significant Incidents.



LESO SPO Addendum Summary

on how to follow Presidential Executive Order (EO) 14074 (Section 12)

from the Illinois Law Enforcement Support Office

ANNUAL CERTIFICATIONS

This section identifies that there are now multiple certification statements that an LEA must certify annually during inventory certification that are a result of the SPO and SPO Addendum policies/requirements. LEA's will be required to certify compliance with these statements.

See the Addendum for a comprehensive overview of Annual Certifications.

SAVINGS CLAUSE/INTERPRETATION

Nothing in this SPO Addendum shall be construed to impair or otherwise affect the requirements under the existing SPO between the State and LEA (dated February 2021), unless expressly amended herein. To the extent there is a disagreement concerning the interpretation of this SPO Addendum or the extent this SPO Addendum affects requirements under the existing SPO, the disagreement shall be resolved at the exclusive discretion of the LESO Program.

See the Addendum for a comprehensive overview of Savings Clause/Interpretation.

AGREEMENTS OF PARTIES

By signing the SPO Addendum, the State and LEA acknowledges and accepts these changes. The SPO Addendum must be signed by LEAs no later than January 1, 2023 to remain eligible for LESO Program participation.

See the Addendum for a comprehensive overview of Agreements of Parties.

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17091

SUBJECT: PURCHASE OF NEW 2024 HONDA PROLOGUE ELITE

RECOMMENDATION: That the Board of Trustees authorize the Vice President of Business Services to enter into an agreement with the Lowest Responsive Bidder for the purchase of a New 2024 Honda Prologue Elite, intended for Triton College’s electric vehicle program. This acquisition will be financed through the Illinois Community College Board (ICCB) Rev UP EV Charging Grant, utilizing “capital equipment account”. The vehicle’s MSRP is \$59,750.

RATIONALE: The Purchasing Manager or other employee designated by the Vice President of Business Services will execute standard dealership paperwork and oversee vehicle's delivery. The intent of this process is to engage competitive pricing from dealers by minimizing their cost of holding inventory while awaiting notification of the bid results.

Sean Sullivan

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

Board Officers’ Signatures Required:

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

Vehicle Bid Specifications

Vehicle Details:

- **Manufacturer:** Honda
- **Model:** Prologue Elite
- **Model Year:** 2024
- **Exterior Color:** No preference
- **Interior Color:** No preference
- **Condition:** Must be new, not previously titled
- **Miles:** no more than 250 miles on odometer.

Standard Equipment Required:

- Must include all manufacturer standard equipment for the 2024 Honda Prologue Elite model.

Optional Equipment:

- No preference given for additional optional equipment or dealer-installed equipment.

Dealer Requirements:

- Must be a Honda licensed dealer authorized to sell in Illinois.
- Dealers not within 25 miles of Triton College are responsible for delivering the car to Triton College.

Timeline:

- **September 3, 2024:** Bid sent out and placed in paper
- **September 17, 2024:** Bid opening
- **September 20, 2024:** Credit card deposit on lowest responsive bidder
- **September 23-27, 2024:** Review of paperwork
- **September 30, 2024 (or before):** Triton College able to take delivery of the car

Payment Terms:

- Pay by check on delivery
- \$2,500 credit card deposit upon notification of intent to purchase. (Dealer to provide electronic copies of all paperwork for Triton college to review.)

Tax Exemption:

- Triton College is tax exempt; tax exemption certificate will be provided at the time of deposit.

Bid Pricing:

- Bidder to provide the total bid price including:
 - Bid price for the vehicle
 - Title & registration fee
 - License fee for municipal plates
 - Any other applicable costs and/or fees

Vehicle Specifications (Standard Features):

- **Key Features:**
 - AWD Dual Motors
 - 21-Inch Alloy Wheels
 - Heated and Ventilated Front Seats
 - Head-Up Display
 - Dynamic Drive Mode (Sport)
 - Welcome Lighting
- **Performance:**
 - 273-mile EPA Range Rating
 - 288 Horsepower (SAE net)
 - Dual Motor All-Wheel Drive
 - 85 kWh Battery Capacity
 - Dynamic Drive Mode (Sport)
- **Exterior:**
 - 21-in Alloy Wheels
 - Self-Sealing Tires
 - LED Headlights
 - Auto High Beam Headlights
 - Heated Side Mirrors
 - Panoramic Moonroof
 - Power Tailgate with Hands-Free Access
- **Interior:**
 - Leather-Trimmed Seats
 - Heated Front Seats
 - Ventilated Front Seats
 - Driver's Seat with 10-Way Power Adjustment with Power Lumbar Support
 - Driver's Seat with Two-Position Memory
 - 60/40 Split Rear Seats
 - Dual Zone Climate Control
 - One-Touch Turn Indicators
 - Leather-Wrapped Steering Wheel
- **Technology:**
 - Head-Up Display (HUD)
 - Bose Premium Audio System with 12 Speakers
 - Google built-in, Wireless Apple CarPlay® Compatibility, Wireless Android Auto™ Compatibility

- Wireless Phone Charger
- 11-in Digital Instrument Cluster
- 11.3-in Color Touchscreen Display
- HondaLink® connected by OnStar
- Wi-Fi Hotspot Capability
- Bluetooth® Streaming Audio
- Front, Center Console and 2nd-Row USB Ports
- Push Button Start
- 110V Power Outlet in Rear Console
- **Safety & Alerts:**
 - Blind Zone Steering Assist
 - Forward Collision Alert
 - Automatic Emergency Braking
 - Front Pedestrian Braking
 - Lane Keep Assist
 - Side Blind Zone Alert
 - Lane Change

COMPLIANCE WITH STANDARD TERMS AND CONDITIONS

Vendor agrees to be bound by the college’s standard terms and conditions for Contracts as shown in **Attachment A**.

Bid Summary

Vendor Name	
Vehicle Manufacturer	Honda
Model No.	Prologue Elite
Model Year	2024
Bid Price	\$
Title & Registration Fee	\$
License Fee for Municipal Plates	\$
Other applicable costs and/or fees Description:	\$
Other applicable costs and/or fees Description:	\$
Other applicable costs and/or fees Description:	\$
Total Bid Price	\$

Attachment A

Standard Contract Terms and Conditions

1. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
2. **LAWS AND REGULATIONS:** Any supplies, services, and equipment proposed and furnished will comply fully with all applicable Federal and State laws and regulations.
3. **INDEPENDENT CONTRACTOR:** The vendor shall be deemed an independent contractor and shall not act as, or be Triton's agent or employee. The vendor will provide for and pay the compensation of vendor personnel and be responsible for payment of all taxes that an employer is required to pay relating to the employment of employees, including worker's compensation. Triton College will not be liable to the vendor, or any vendor personnel, for the vendor's failure to meet the vendor's compensation or tax obligations. The vendor will indemnify, defend, and hold Triton College harmless from and against all such obligations and will comply with all associated government regulations, including the filing of all necessary reports and returns.
4. **HOLD HARMLESS:** Vendor agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees including reasonable attorney's fees and expenses arising out of the acts or omissions of vendor, its officers, agents or employees under this Agreement.
5. **EQUAL OPPORTUNITY CLAUSE:** The vendor does not discriminate based on race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental handicap, or an unfavorable discharge from military service, or any other basis prohibited by law. The vendor certifies that it is an equal-opportunity employer.
6. **SEVERABILITY:** The failure by either party to insist upon strict performance of any of the terms and conditions in the Agreement, or to exercise any rights or remedies shall not be construed as a waiver of its rights to assert any of the same or to rely on any such terms or conditions at any time thereafter. The unenforceability in whole or in part of any term or condition of this Agreement shall not affect the enforceability of any other parts of this Agreement.
7. **CANCELLATION:** Unless otherwise stated in the special terms and conditions, any contract entered into as a result of this proposal may be canceled without cause by the College until such time as the College takes delivery and the vehicle is titled to the College.
8. **TAXES:** Proposal prices will be exclusive of state sales, use, and federal excise taxes. The college will provide a tax-exempt letter to the selected vendor.

9. **FIRM PRICES:** Unless otherwise stated in the special terms and conditions, for the purpose of award, offers made per this solicitation must be good and firm for a period of thirty (30) days from the date of proposal opening.

10. **PROPOSAL PREPARATION COSTS:** The College is not liable for any costs incurred by the offer, or in proposal preparation.

11. **ASSIGNMENT/SUBCONTRACT:** VENDOR will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the college.

12. **FORCE MAJEURE:** Neither party shall be liable to the other for its failure to perform any of its obligations hereunder or under any purchase order or acknowledgment thereof during any period in which such performance is delayed by circumstances beyond its reasonable control.

13. Vendor shall perform its obligations under this Agreement as a vendor and shall not be considered an employee of Triton College.

14. Vendor represents that it possesses all professional or business licenses required by law if any, and all qualifications necessary to fully perform its obligations hereunder in accordance with accepted industry standards and agrees to perform in accordance with accepted industry standards.

15. Vendor, pursuant to 720 ILCS 5/33E-11 as amended, hereby certifies that neither it nor any of its partners, officers or owners has been convicted in the past five years of the offense of bid rigging under 720 ILCS 5/33E-3 as amended; that neither it nor any of its partners, officers or owners has ever been convicted of the offense of bid rotating under Section 720 ILCS 5/33E-4 as amended; and that neither it nor any of its partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois.

16. Vendor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.

17. If the vendor has more than 25 employees, the vendor certifies that it provides a drug-free workplace in compliance with the Drug-Free Workplace Act, 30 ILCS 580/1 et.seq.

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

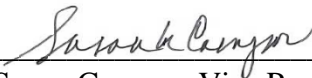
Meeting of August 27, 2024

ACTION EXHIBIT NO. 17092

SUBJECT: AGREEMENT WITH RML SPECIALTY HOSPITAL

RECOMMENDATION: That the Board of Trustees approve an Affiliation Agreement with RML Specialty Hospital. The Agreement shall become effective when signed and will terminate on June 30, 2025. The Agreement will automatically renew thereafter 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 Nursing program to participate in clinical education experiences at RML Specialty 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
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Related forms requiring Board signature: Yes No

**COOPERATIVE AGREEMENT
BETWEEN
RML Specialty Hospital,
AND
TRITON COLLEGE, DISTRICT #504, RIVER GROVE, ILLINOIS**

Agreement made by and between **RML Specialty Hospital** hereinafter referred to as “Hospital” and **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 Hospital upon request.

Hospital 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. Hospital will provide proof of insurance to Triton upon request.

- F. Hospital 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 Hospital, its officers, agents, faculty or employees, under this Agreement.

Triton agrees to hold harmless and indemnify Hospital against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Hospital, 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.

II. HOSPITAL 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 Hospital in matters related to Program.
- E. Provide services of its staff when/where possible on a guest lecturer basis with the mutual agreement of Hospital and Triton.
- F. Assure that students, while performing as such, will not replace members of Hospital 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 Hospital 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. Hospital 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 Hospital 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 Hospital.
- G. Advise students of the requirement to submit complete physical examination forms, as required by Hospital.
- H. Comply with the removal of a student from Hospital if after a conference it is the reasonable opinion of Hospital that the student's performance or conduct is detrimental to patients or Hospital personnel.

- I. Require students to carry hospitalization insurance.
- J. Require students to maintain current CPR certification

IV. HOSPITAL 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. Hospital assumes full responsibility for the payment of all federal, state and local taxes incurred by Hospital 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. Hospital 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. Hospital certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
- M. If Hospital has more than 25 employees, Hospital certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act. 30 ILCS 580/1 et seq.
- N. Time is of the essence of this Agreement.
- O. Notices required to be sent hereunder shall be sent by prepaid registered mail with return receipt requested, and are effective upon receipt.

NOTICES TO HOSPITAL SHALL BE SENT TO:

RML Specialty Hospital
5601 s County Line Road
Hinsdale, IL 60521
Attn: Latoya Johnson
Director Organizational Development & Education

NOTICES TO TRITON COLLEGE SHALL BE SENT TO:

Triton College
2000 North Fifth Avenue, RM H-120
River Grove, Illinois 60171
Dean of Health Careers and Public Service
Programs
Facsimile: (708) 779-4902

With a copy to:

Sarie Winner

Winner Law
2344 W Melrose St.
Chicago, IL 60618

FOR HOSPITAL:

Latoya Johnson, MBA, MSTD

TITLE Director Org Development & Education

Latoya Johnson

DATE: 07/16/2024

FOR TRITON COLLEGE:

TITLE Mark R. Stephens, Board Chairman

TITLE Tracy Jennings, Secretary

DATE: _____

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

Meeting of August 27, 2024

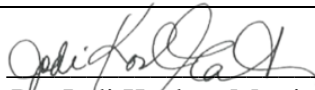
ACTION EXHIBIT NO. 17093

SUBJECT: TRIO SSS CAMPUS TOUR TO SOUTHERN IL & MISSOURI

RECOMMENDATION: That the Board of Trustees authorize TRIO Student Support Services to provide TRIO participants with 4-year institution campus tours to Southern Illinois University-Edwardsville (Edwardsville, IL); the University of Missouri (Columbia, MO); and Washington University (St. Louis, MO), all transfer schools with TRIO programs. The tour will be held during October 15-16, 2024, and will not exceed \$11,500. The total cost will be funded by the Department of Education TRIO SSS grant. There is no cost to the college.

RATIONALE: TRIO Student Support Services will provide TRIO participants with the opportunity to travel to southern Illinois and Missouri. Included in the tour are the following: Guided tours of three, 4-year institutions (SIUE, WashU, & Mizzou). Also included in the trip are activities and visits to places that provide insight into local and regional culture, including such historical landmarks as the Gateway Arch. The 2024 IL-MO Campus Tour provides participants with the opportunity to gain exposure to institutions outside of their local institution, highlighting 4-year universities as an attainable educational option.

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

Day One – Tuesday, October 15, 2024

River Grove, IL-Columbia, IL

BOARD BUS at Triton College:: 2000 5th Ave, River Grove, IL 60171

6:00 AM – Depart from Triton College to Mizzou campus visit (Columbia, MO)
- Breakfast on bus

11:30 AM – Campus Visit: *University of Missouri* (Public Univ):: 230 Jesse Hall, Columbia, MO 65211
- Lunch at Mizzou

2:30 PM – Depart for hotel check-in
BOARD BUS

4:30 PM – Hotel check-in (St. Louis)

5:30 PM – Depart hotel for dinner
BOARD BUS

6:00 PM – Dinner
- Dinner with \$35 meal money

7:30 PM – Depart for hotel

8:00 PM – Arrive at hotel
(BUS TRANSPORTATION COMPLETE FOR THE DAY)

Day Two - Wednesday October 16, 2024

St. Louis – River Grove, IL

8:00 AM – Breakfast: Enjoy breakfast at hotel

8:30 AM – Depart hotel for WashU campus visit
BOARD BUS

9:00 AM – Campus Visit: *Washington University* (Private Univ):: 1 Brookings Dr, St. Louis, MO 63130

11:00 AM – Depart for cultural activity
BOARD BUS

11:15 AM – Cultural Event: Gateway Arch sightseeing & exploration

12:00 PM – Depart for SIUE campus visit
BOARD BUS

12:30 PM – Campus Visit: *Southern IL University-Edwardsville* (Public Univ):: 1 Hairpin Dr, Edwardsville, IL 62026
- Lunch at SIUE

2:30 PM - Depart for Triton College
BOARD BUS

8:00 PM – Arrive at Triton College
(BUS TRANSPORTATION COMPLETE FOR THE DAY)

PROGRAM ITINERARY

Triton College TRIO Student Support Services
Edwardsville, IL & St. Louis, MO |

- Campus Visits: 3
- Cultural Events/Activities: 1
- Students: 15
- Staff: 3
- Driver: 1

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17094

SUBJECT: NATIONAL STUDENT CLEARINGHOUSE ADDENDUM

RECOMMENDATION: That the Board of Trustees approve the National Student Clearinghouse (NSC) Addendum to the Master Service Agreement and Statements of Work (BOT approved 5/18/21 A/E #16594). This Addendum is necessary for enrollment reporting, enrollment verification and student tracker services. There is no direct cost to the College for approving this Addendum.

RATIONALE: The Addendum is necessary to ensure compliance with the federally mandated Gainful Employment Reporting requirements issued by the U.S. Department of Education on March 29, 2024.

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

**AMENDMENT TO THE ENROLLMENT AND EDUCATION FINANCIAL INDUSTRY REPORTING SOW
BETWEEN NATIONAL STUDENT CLEARINGHOUSE AND TRITON COLLEGE**

THIS AMENDMENT (this “**Amendment**”) is entered into and shall be effective on the last signature date set forth below (the “**Amendment Effective Date**”), by and between **NATIONAL STUDENT CLEARINGHOUSE** (“**Clearinghouse**”), and **TRITON COLLEGE** (“**Triton**”) (each, a “**Party**” and collectively, the “**Parties**”)

WHEREAS, Clearinghouse and Institution entered into that certain Enrollment and Education Financial Industry Reporting SOW (the “**SOW**”) under the Master Services Agreement (the “**Agreement**”); and

WHEREAS, Clearinghouse and Institution wish to enter into this Amendment to include additional compliance reporting services as part of the services provided by Clearinghouse to Institution under the SOW.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions set out herein, the Parties agree as follows:

1. **Capitalized Terms.** Capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement.

2. Amendments. Effective as of the Amendment Effective Date, the Agreement is hereby amended and modified as follows:

(a) The following defined terms shall be added to Section 1 of the SOW:

“**Compliance Services Files**” means an electronic listing created by the Institution containing the then-current data elements for all of its Students for reporting under the FVT and GE Rule (as defined below) promulgated by the U.S. Department of Education (ED), or for other compliance reporting which the Clearinghouse has agreed in writing to perform on behalf of the Institution, which data elements may be updated from time to time.

“**Financial Aid Data Elements**” means those data elements from the Compliance Services Files (as defined above) which are related to the amount of aid or allowances a student has received, and individual costs for services at the Institution.

“**FVT and GE Rule**” means the Financial Value Transparency and Gainful Employment regulation promulgated by ED, or any future regulation and non-regulatory guidance that contains substantially similar requirements.

(b) Section 2 of the SOW is hereby deleted, and replaced in its entirety as follows:

2. “The Institution shall provide to the Clearinghouse updated Enrollment Files and Compliance Services Files on a mutually agreeable schedule, but no less frequently than as required to ensure regulatory requirements or other requirements promulgated by ED. The Enrollment Files and Compliance Services Files shall contain the data elements and be in a format as directed by the Clearinghouse and shall be sent to the Clearinghouse using PGP encryption or equivalent file-level encryption required by the Clearinghouse. The

Institution shall not include in the Enrollment Files or Compliance Services Files any data elements that are collected or derived from the Free Application for Student Aid (FAFSA) or Institutional Student Information Report (ISIR).

(c) The following new Section 7 is added to the SOW as follows:

7. The Enrollment Files and Compliance Services Files will be considered Education Records and subject to all terms in the MSA and any SOWs that apply to Education Records. Notwithstanding the foregoing, and except for the data processing authorized in section 8 below, Financial Aid Data Elements shall only be processed for the purpose of research and shall only be disclosed to third parties after being De-Identified.

(d) The following new Section 8 is added to the SOW as follows:

8. Under this SOW, the Institution appoints the Clearinghouse as its school official as permitted under 34 C.F.R. § 99.31(a)(1)(i)(B) to provide data from Education Records to ED or other regulators identified by the Institution in order to meet the Institution's compliance reporting requirements under the FVT and GE Rule, and such other compliance reporting requirements which the Clearinghouse has agreed in writing to perform on behalf of the Institution. The Clearinghouse agrees to report the required data elements to ED or other regulators identified by the Institution on the Institution's behalf for all agreed upon compliance reporting requirements. The timing and content of the Clearinghouse's disclosures to ED shall conform to the applicable Federal regulations, if applicable.

3. Agreement Ratified. Except as specifically modified or supplemented herein, the terms and conditions of the Agreement shall remain in full force and effect. Each Party hereto reaffirms and ratifies each and every term, condition and obligation contained in the Agreement with like effect as if herein fully repeated, except as amended or otherwise supplemented hereby.

4. Counterparts. This Amendment may be executed in one or more counterparts, and by one or more facsimile, .pdf or other electronic signatures, each of which shall be deemed an original, but all of which together will constitute one and the same instrument.

Signatures on following page.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by authorized representatives, all as of the Amendment Effective Date.

NATIONAL STUDENT CLEARINGHOUSE

TRITON COLLEGE

OPEID: 001773

Signature:

Signature:

Name: Ricardo Torres

Name: Mark R. Stephens

Title: President & CEO

Title: Board Chairman

Date:

Date:

Your Service Activation Contact

Please provide the name and contact information, including email address, of the individual at your institution who we should contact to initiate your service

<u>Thomas Panas</u>	<u>Director of Financial Aid</u>
Name	Title
<u>708-456-0300 Ext. 3738</u>	<u>thomaspanas@triton.edu</u>
Phone	Email

Your Executive Contact

<u>Jodi Koslow Martin</u>	<u>Vice President of Enrollment Management and Student Affairs</u>
Name	Title
<u>708-456-0300 Ext. 3571</u>	<u>jodikoslowmartin@triton.edu</u>
Phone	Email

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17095

SUBJECT: DISCOVERY – ADOBE SOFTWARE

RECOMMENDATION: That the Board of Trustees approve the purchase of 250 Adobe Creative Cloud software licenses from Discovery. The Creative Cloud software licenses will be valid from August 22, 2024 through August 21, 2025 at a cost of \$98.40 per license for a total FY25 cost not to exceed \$24,600.

RATIONALE: Discovery provides Triton College with the lowest pricing on Adobe software platforms. The Adobe software is used in specialized classrooms and by staff across campus. 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

July 3, 2024 **Quoted by:** Dan Wechsler – 800.331.5489 dan@diskovery.com

Jill Lobianco-Bartalis jilllobianco-bartali@triton.edu (708) 456-0300 Ext. 3528
 Visual Communications Coordinator and Faculty
 Triton College
 2000 Fifth Ave, T-153
 River Grove, IL 60171 cc: Kenneth Joseph Kowalski kennethkowalski@triton.edu
 Christopher Jr Hordorwich chrishordorwich@triton.edu

Adobe VIC - 220 HIED Student High Volume License Pack

Renewal 12-Month Subscription
Term Period: August 22, 2024 to August 21, 2025

Quote Contingent based on :

VIC and ARC orders received at same time
 Adobe High Volume minimum order of 250 licenses (combined of VIC and ARC)

Any adjusted reduced total quantities below 250 will be not be eligible for the Adobe High Volume Pricing. Would revert back to Adobe HIED Student Standard Pricing of \$140.70 per license

Adobe Item #	Quantity	Adobe HIED Student License Pack - High Volume Pricing	Adobe Academic Price per Unit	Adobe Academic Extended
ADBE-CC-SLPHV12	220	Adobe CC All Apps - Student License Pack Renewal 12-Month Subscription Term	\$98.40	\$21,648.00
		TOTAL -		
		VIC 220 Student Licenses		\$21,648.00

Pricing Quote expires August 15, 2024

Please contact me to review and address any questions and requests.

Thank you

Dan Wechsler dan@diskovery.com | 800.331.5489 | fax: 561.683.8416



July 3, 2024 **Quoted by:** Dan Wechsler – 800.331.5489 dan@diskovery.com

Frances Figg francesfigg@triton.edu
 ARC
 Triton College
 2000 Fifth Ave
 River Grove, IL 60171 cc: Kenneth Joseph Kowalski kennethkowalski@triton.edu
 Christopher Jr Hordorwich chrishordorwich@triton.edu
 Jill Lobianco-Bartalis jilllobianco-bartali@triton.edu

Adobe ARC - 30 HIED Student High Volume License Pack

Renewal of 12-Month Subscription
Term Period: August 22, 2024 to August 21, 2025

Quote Contingent based on :

VIC and ARC orders received at same time
 Adobe High Volume minimum order of 250 licenses (combined of VIC and ARC)

Any adjusted reduced total quantities below 250 will be not be eligible for the Adobe High Volume Pricing. Pricing reverts back to Adobe HIED Student Standard Pricing of \$140.70 per license

Adobe Item #	Quantity	Adobe HIED Student License Pack - High Volume Pricing	Adobe Academic Price per Unit	Adobe Academic Extended
ADBE-CC-SLPHV12	30	Adobe CC All Apps - Student License Pack Renewal 12-Month Subscription Term	\$98.40	\$2,952.00
TOTAL -				\$2,952.00
ARC - 30 Student Licenses				

Pricing Quote expires August 14, 2025

Please contact me to review and address any questions and requests.

Thank you

Dan Wechsler dan@diskovery.com | 800.331.5489 | fax: 561.683.8416



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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17096

SUBJECT: MICROSOFT CONSOLIDATED CAMPUS AGREEMENT WITH CDW-G

RECOMMENDATION: That the Board of Trustees approve a one-year renewal with CDW-G. This Agreement will provide Microsoft software products for all Triton owned or leased PC's. The terms of this Agreement will run from September 1, 2024 through August 31, 2025. The dates are aligned with the Microsoft "academic year". The annual cost of the renewal will be \$131,042.95.

RATIONALE: This one-year Agreement will provide Triton with a variety of Microsoft licenses. Microsoft has authorized CDW-G and the Illinois Community College System Procurement Consortium (ICCSPC) the ability to offer Illinois community colleges a consolidated Microsoft Campus Agreement. This Agreement allows Triton to receive "Level B" pricing, which is the best pricing available from Microsoft. Purchase of data processing software is exempt from bidding by state statute (110 ILCS 805/3-27.1(f)).

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



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

MICHAEL GARRITY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NZNG965	7/17/2024	MS RNW	0334944	\$131,042.95

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Windows Server - External Connector License & Software Assurance Mfg. Part#: R39-00374 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	1	2379801	\$182.21	\$182.21
Microsoft Windows Server Datacenter Edition - license & software assurance Mfg. Part#: 9EA-00039 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	110	4325198	\$44.41	\$4,885.10
Microsoft 365 A3 - subscription license - 1 user Mfg. Part#: AAD-38397-A-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: Standard Pricing	42000	5419375	\$0.00	\$0.00
Microsoft SQL Server Enterprise Core Edition License & Software Assurance Mfg. Part#: 7JQ-00341 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: MARKET	8	2670095	\$1,361.58	\$10,892.64
Microsoft SQL Server Standard Core Edition License & Software Assurance Mfg. Part#: 7NQ-00302 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: MARKET	15	2670099	\$355.10	\$5,326.50
Microsoft 365 A5 Security - subscription license - 1 user Mfg. Part#: PYQ-00001-12MO	1050	5809870	\$41.00	\$43,050.00

QUOTE DETAILS (CONT.)

Electronic distribution - NO MEDIA

Contract: MARKET

Microsoft 365 A5 Security - subscription license - 1 user

42000

5955291

\$0.00

\$0.00

Mfg. Part#: PYQ-00002-A-1mo

Electronic distribution - NO MEDIA

Contract: MARKET

Microsoft 365 A3 - subscription license - 1 user

1050

5419407

\$63.53

\$66,706.50

Mfg. Part#: AAD-38391-12mo

UNSPSC: 43231513

Electronic distribution - NO MEDIA

Contract: MARKET

SUBTOTAL \$131,042.95**SHIPPING** \$0.00**SALES TAX** \$0.00**GRAND TOTAL** **\$131,042.95****PURCHASER BILLING INFO****Billing Address:**TRITON COLLEGE
ACCTS PAYABLE
2000 5TH AVE
RIVER GROVE, IL 60171-1995**Phone:** (708) 456-0300**Payment Terms:** NET 30 Days-Govt/Ed**DELIVER TO****Shipping Address:**TRITON COLLEGE
MICHAEL GARRITY
2000 5TH AVE
RIVER GROVE, IL 60171-1995**Phone:** (708) 456-0300**Shipping Method:** ELECTRONIC DISTRIBUTION**Please remit payments to:**CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515**Sales Contact Info****Stephen Elijo** | (847) 968-9012 | stepeli@cdwg.com**LEASE OPTIONS**

FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$131,042.95	\$3,708.52/Month	\$131,042.95	\$4,264.14/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.

- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.

- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners.

Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration.

Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17097

SUBJECT: FY 2026 RAMP REPORT – CONFIRMATION OF BOARD POLL

RECOMMENDATION: That the Board of Trustees approve the August 1, 2024 submission of the State of Illinois RAMP report to the ICCB. If any of these proposed projects are approved by the State for development/construction, Triton College will be obligated to provide 25% of the project financing. There are 8 individual projects proposed and the 25% matching amounts vary from \$805,033 to \$28,033,148.

RATIONALE: The RAMP (Resource Allocation and Management Plan) report is a State of Illinois required filing which offers Triton College the opportunity to request state funding for major repair/improvements to college buildings; construction of new buildings, either on campus or satellite locations. The Board Poll was conducted July 25-29, 2024, approval is unanimous with the Student Trustee also voting yes.

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 16, 2024 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2026 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Window Replacement – Line Buildings Phase 2

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$926,297</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$926,297</u>

Signed _____
Mark R. Stephens, Chairman of the Board of Trustees

Signed _____
Mary-Rita Moore, Chief Executive Officer of the College District

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 16, 2024 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2026 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Window Replacement Student Resource Buildings

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$805,033</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$805,033</u>

Signed _____
Mark R. Stephens, Chairman of the Board of Trustees

Signed _____
Mary-Rita Moore, Chief Executive Officer of the College District

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 16, 2024 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2026 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Career Discovery Center Building

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$14,921,307</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$14,921,307</u>

Signed _____
Mark R. Stephens, Chairman of the Board of Trustees

Signed _____
Mary-Rita Moore, Chief Executive Officer of the College District

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 16, 2024 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2026 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Construction of Physical Plant

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$17,113,440</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$17,113,440</u>

Signed _____
Mark R. Stephens, Chairman of the Board of Trustees

Signed _____
Mary-Rita Moore, Chief Executive Officer of the College District

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 16, 2024 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2026 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Land Acquisition / Construction of New Health Careers Building

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$11,916,476</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$11,916,476</u>

Signed _____
Mark R. Stephens, Chairman of the Board of Trustees

Signed _____
Mary-Rita Moore, Chief Executive Officer of the College District

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 16, 2024 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2026 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Cernan Earth & Space Center Expansion

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$867,724</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$867,724</u>

Signed _____
Mark R. Stephens, Chairman of the Board of Trustees

Signed _____
Mary-Rita Moore, Chief Executive Officer of the College District

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 16, 2024 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2026 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Rehabilitation of Potable Water

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$933,276</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$933,276</u>

Signed _____
Mark R. Stephens, Chairman of the Board of Trustees

Signed _____
Mary-Rita Moore, Chief Executive Officer of the College District

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 16, 2024 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2026 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Industrial Careers 2nd Floor Addition

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$28,033,148</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$28,033,148</u>

Signed _____
Mark R. Stephens, Chairman of the Board of Trustees

Signed _____
Mary-Rita Moore, Chief Executive Officer of the College District

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17098

**SUBJECT: EMERGENCY REPAIR TO THE CHILLER – BUILDING J
CONFIRMATION OF BOARD POLL**

RECOMMENDATION: That the Board of Trustees approve an emergency chiller repair for the J Building: Installing a New Upgraded Universal Control System by Air Comfort at a cost of \$37,786.

RATIONALE: The J Building cooling chiller failed on July 3, 2024. The failure is due to a faulty control board and replacement parts are no longer available. The college is planing for the replacement of the chiller, however, the replacement will take a year due to manufacturing lead time. As a result, we are requesting approval for a temporary repair to carry us through the one-year gap. The Board Poll was conducted July 25-29, 2024, approval is unanimous with the Student Trustee also voting yes.

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



July 17th, 2024

Michael Kelleher
Chief Engineer
Triton College
2000 Fifth Ave,
River Grove, IL 60171

Proposal: Chiller Controller Replacement
Building J, Triton College, River Grove, IL

We are pleased to submit to you our proposal to replace the existing controller of a Carrier 23XL chiller with a new controller. Our price includes all necessary materials, labor and supervision. Our scope of work includes but not limited to -

Included:

- Demo and remove existing controls, associated wiring and sensors as needed.
- Furnish and install a new MCS-Magnum-MLB industrial control panel with 15.4” touch screen in an enclosure. Includes all necessary temp sensor, amp current sensors, 3-ph AC voltage sensor, transducers, 3-phase voltage monitor and BMS gateway as needed.
- Price includes all necessary labor and miscellaneous materials as needed.
- Start up of the chiller upon completion.
- 100% union labor

Total Bid Price - \$ 37,786.00 (Thirty-Seven Thousand Seven Hundred and Eighty-Six Dollars.)

**** MCS control panel has 2-3 weeks lead time from release. It will take approximately 2 weeks for installation and start up of the control system****

Not Included:

- ◆ **Sales tax is not included.**
- ◆ Premium time is not included. All work is assumed to be completed during regular business hours.
- ◆ Repair/service of existing equipment is not included (if needed). Assumed the chiller is in good working condition.
- ◆ **Any work not mentioned above is not included.**

o: 708.345.1900
f: 708.345.2730
2550 Braga Drive
Broadview, IL 60155
aircomfort.com



AIR COMFORT
Providing the Right Climate for Business Since 1935

- ◆ Temporary heating or cooling.

We thank you for the opportunity of bidding on this project. Should you have any questions, please feel free to contact me.

Sincerely,

AIR COMFORT, LLC

Moin Islam

Director of Construction Services

o: 708.345.1900
f: 708.345.2730
2550 Braga Drive
Broadview, IL 60155
aircomfort.com



TERMS AND CONDITIONS

Air Comfort is referred to as herein:

By accepting this proposal, by signature or issuance of a purchase order, Purchaser agrees to be bound by the following terms and conditions:

1. **Attorney's Fees.** Purchaser agrees that he will pay and reimburse Air Comfort for any and all reasonable attorneys' fees which are incurred by Air Comfort in the collection of amounts due and payable hereunder.

2. **Changes.** No change or modification of any of the terms and conditions stated herein shall be binding upon Air Comfort unless accepted by Air Comfort in writing.

3. **Compliance with Laws.** Air Comfort shall comply with all applicable federal, state and local laws and regulations and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits of a permanent nature shall be procured and paid for by the Purchaser.

4. **Delays.** Air Comfort shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Air Comforts control, including, but not limited to, acts of God, fire, riots, labor disputes, conditions or the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Air Comfort, etc.

5. **Entire Agreement.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.

6. **Indemnity.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.

7. **Insurance.** Insurance coverage in excess of Air Comfort's standard limits will be furnished when requested and required. No credit will be given, or premium paid by Air Comfort for insurance afforded by others.

8. **Invoicing & Payments.** Air Comfort may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Air Comfort at the time purchaser signs this agreement **an advance payment equal to 50% of the contract price**, which advance payment shall be credited against the final payment (but not any progress payment) due hereunder and purchaser agrees to pay Air Comfort additional amounts invoiced upon receipt of the invoice. Waivers of lien will be furnished upon request, as the work progresses; to the extent payments are received. If Air Comfort's invoice is not paid within 30 days of its issuance, it is delinquent. Air Comfort reserves the right to require cash payment or other alternative method of payment prior to completion of work if Air Comfort determines, in its sole discretion, that Customer or Customer's assignee's financial condition at any time does not justify continuance of the net 30 days payment term.

9. **Liability.** Air Comfort shall not be liable for any special, indirect or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement, including loss of revenue, loss of use of equipment or facilities, or economic damages based on strict liability or negligence.

10. **Materials.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Air Comfort, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Air Comfort shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute thereof.

11. **Occupational Safety and Health.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act relating in any way to the project or project site.

12. **Scope Of Work.** This proposal is based upon the use of straight time labor only. Plastering, patching and painting are excluded. "In-line" duct and piping devices, including, but not limited to, valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc., if required hereunder to be furnished by Air Comfort shall be distributed and installed by others under Air Comfort's supervision but at no additional cost to Air Comfort. Purchaser agrees to provide Air Comfort with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Air Comfort agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Air Comfort for any costs or expenses without Air Comfort's written consent.

Unless specifically noted in the statement of the scope of work or services undertaken by Air Comfort under this agreement, Air Comfort's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment Hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises. In the event that Air Comfort encounters any asbestos product or any hazardous material in the course of performing its work, Air Comfort may suspend its work and remove its employees from the project, until such product or material, and any hazards connected with it are abated. Air Comfort shall receive an extension of time to complete its work and compensation for delays encountered as a result of such situation and its correction. Any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by Air Comfort.

13. **Warranty.** Air Comfort warrants its installation to be free from defects in material and workmanship arising from normal usage for a period of (1) one year from installation on new equipment. (30 days on Parts sales) Air Comfort will extend the same warranty terms and conditions, which Air Comfort receives, from the manufacturer of said equipment. All transportation charges incurred in connection with the warranty for equipment not installed by Air Comfort shall be borne by Purchaser. These warranties do not extend to any equipment which has been repaired by others, abused, altered or misused, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE.

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

Meeting of August 27, 2024

ACTION EXHIBIT NO. 17099

**SUBJECT: FACILITY FEE WAIVER: 28TH ANNUAL TRITON COLLEGE
FOUNDATION PRESIDENT'S RECEPTION**

RECOMMENDATION: That the Board of Trustees approve the use of Triton College facilities for the President's Reception scheduled for October 18, 2024; waive room rental fees and set up charges of approximately \$11,405 as per the Triton College Facilities Rental Policy.

RATIONALE: The Triton College Foundation, requesting the space and facility rental fee waiver, is a not-for-profit group working directly for the educational mission of Triton College. The funds raised from this event will directly benefit the students of Triton College. Furthermore, the event will enhance Triton's image and showcase its resources.

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 August 27, 2024

ACTION EXHIBIT NO. 17100

SUBJECT: APPROVAL AND RELEASE OF CLOSED SESSION MINUTES OF THE BOARD OF TRUSTEES

RECOMMENDATION: That the Board of Trustees approve the following Closed Session Minutes: 1/23/24, 2/5/24 (special meeting), 5/21/24, and authorize release of the Closed Session Minutes of the same dates. No closed session meetings were held on 2/20/24, 3/19/24, 4/16/24, and 6/18/24.

RATIONALE: In keeping with the Illinois Community College Act, the Board of Trustees reviews Closed Session minutes as scheduled at least every 6 months to determine release and availability through Freedom of Information Act requests.

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

RTU Replacements – Building B


9 firms submitted bids for the RTU Replacements – Building B project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:30 p.m. local time, Thursday, July 25, 2024, 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, James Pechacek and Steve Mazurek, Maintenance, Brian Schmitt, Arcon Associates, Inc., and representatives from F.E. Moran, Inc., BeeLiner Lean Services, QCS, MG Mechanical, Amber Mechanical, Mcdonough Mech., Helm Mechanical, Oakbrook Mechanical, and C. Acitelli.

It is recommended that the Board of Trustees accept the proposal submitted by C. Acitelli Heating & Piping Contractors, Inc. in accordance with their low specified bid. This item was competitively bid according to state statutes.

COMPANY
C. Acitelli Heating & Piping Contractors
813 S. Villa Ave.
Villa Park, IL 60181

NET COST
\$1,013,300.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	02-70900501-580400005
A/C Name	Construction Building Remodeling > 50k
FY25 Budget	\$ 2,403,000.00
Prev. Expend.	\$ 0.00
Schedule	\$ 1,013,300.00
Balance	\$ 1,389,700.00

Memorandum

August 2, 2024

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: RTU Replacements – Building B



Operations & Maintenance

Triton College received 9 bids from vendors for the RTU Replacements – Building B project.

The lowest, qualified bidder was C. Acitelli Heating & Piping Contractors, Inc., in the Base Bid and Alternates 1 and 2 amount of \$1,013,300.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to be awarded to C. Acitelli Heating & Piping Contractors, Inc., in the Base Bid and Alternates 1 and 2 amount of \$1,013,300.

I support this recommendation and agree that the bid should be awarded to C. Acitelli Heating & Piping Contractors, Inc., in the Base Bid and Alternates 1 and 2 amount of \$1,013,300.

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

John



July 30, 2024

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

RE: **BID RECOMMENDATION
RTU REPLACEMENTS – BUILDING B
TRITON COLLEGE
PROJECT NO. 23106**

Dear Mr. Lambrecht:

On Thursday, July 25, 2024, at 2:30 P.M. nine (9) sealed bids were publicly opened and read for the RTU Replacements – Building B project. The low qualified bidder was C. Acitelli Heating & Piping Contractors, Inc. in the Base Bid and Alternates 1 and 2 amount of \$1,013,300. The Base Bid includes the project contingency amount.

We contacted C. Acitelli Heating & Piping Contractors, Inc. and they have confirmed their bid. The project requirements were reviewed, and C. Acitelli demonstrated an understanding of the scope of work and project timeline. C. Acitelli has completed numerous ARCON projects with favorable results. We believe they are capable of performing well on this project.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College award the contract for the RTU Replacements – Building B project to the low qualified bidder, C. Acitelli Heating & Piping Contractors, Inc., in the Base Bid and Alternates 1 and 2 amount of \$1,013,300.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

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

Gaspare P. Pitrello, ALA
Principal

Attachments

WMS/rac
J:\Triton College\23106 RTU Replacements @ Building B\1 Docs\Corr\23106L001.docx

Project: RTU Replacements @Building B
 Owner: Triton College
 Project No.: 23106
 Bid Date/Time: Thursday, July 25, 2024 @ 2:30PM



	CONTRACTOR	AD.1	AD.2	BID BOND	BASE BID + 10% CONTINGENCY	ALTERNATE No. 1: RT-7 REPLACEMENT	ALTERNATE No. 2: RT-4 REPLACEMENT	Voluntary Deduct (if all alternates are taken)	TOTAL
1	Amber Mechanical Contractors, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$667,678.00	\$209,000.00	\$322,000.00		\$1,198,678.00
2	Bee Liner Lean Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$698,775.00	\$351,000.00	\$315,675.00		\$1,365,450.00
3	C. Acitelli Heating & Piping Contractors, Inc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$531,300.00	\$174,000.00	\$308,000.00		\$1,013,300.00
4	FE Moran, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$640,200.00	\$188,000.00	\$319,700.00		\$1,147,900.00
5	Helm Mechanical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$785,400.00	\$228,000.00	\$358,000.00		\$1,371,400.00
6	Mcdonough Mechanical Services, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$592,130.00	\$173,600.00	\$310,500.00		\$1,076,230.00
7	MG Mechanical Contracting, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$621,500.00	\$192,000.00	\$292,000.00		\$1,105,500.00
8	Oak Brook Mechanical Services, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$590,150.00	\$184,900.00	\$257,450.00	-\$9,000.00	\$1,023,500.00 *(Includes voluntary deduct)
9	Quality Control Systems, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$673,124.00	\$245,742.00	\$404,164.00		\$1,323,030.00

Catering Services – Child Development Center

The following firms have been invited to submit bids for providing Catering Services for the Child Development Center. An advertisement for bid was placed in the Chicago Tribune-west Cook County zone. Ten (10) companies were directly solicited. Immediately after the closing hour for receiving bids which was 1:30 p.m., local time, Tuesday, July 17, 2024, the bids were publicly opened and read aloud in room A 300 by Danielle Stephens, Business Specialist and witnessed by Nancy Schafer, Purchasing Assistant.

COMPANY	NET COST
Delicious Unlimited 4005 Porett Drive Gurnee, IL 60031	\$41,773.92 (estimated for one year)

It is recommended that the Board of Trustees accept the proposal submitted by Delicious Unlimited in accordance with their low specified bid. These items were competitively bid according to state statutes.

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President - Business Services

A/C Number	05-60300510-530900010
A/C Name	CDC Other Contractual
Budget Projection	\$33,420.00
Prev. Expend.	\$1,000.00
Schedule	\$32,419.68
Balance	\$0.32

A/C Number	05-60300525-530900010
A/C Name	TOD – Other Contractual Services
Budget Projection	\$15,000.00
Prev. Expend.	\$0
Schedule	\$9,354.24
Balance	\$5,645.76

MEMORANDUM

TO: Sean Sullivan
Vice President of Business Services

FROM: Danielle Stephens
Purchasing Manager

DATE: August 5, 2024

RE: Catering Services for FY2025

Based on the one bid received, I recommend that we continue with Delicious Unlimited by Quality Catering to provide the food service for the Triton College Child Development Center.

Delicious Quality Catering meets the state of Illinois requirements for appropriate meals for young children and we are pleased with the quality of the meals.

Triton College	
Catering Services – Child Development Center	
Bid Tabulation	
July 17, 2024 at 1:30 pm	
Vendor	Total Annual Cost
Delicious Unlimited	\$41,773.92

Bid Specifications Catering Services – Child Development Center

Scope of Work

Providing lunch meals for toddler and pre-school age children, 5 days a week, Monday thru Friday, excluding College recognized holidays and scheduled closed days. Meal delivery is to be made at Child Development Center, Health Building (Building G), Triton main campus, Monday thru Friday between the hours of 8.00 am and 9:00 am.

Requirements

- Meet all Department of Children and Family Services requirements.
- Meet all Department of Education Child and Adult Care Food Program requirements.
- Have all food components available at each meal: Vegetable, Fruit, Meat/Meat Alternate and Grains/Breads.
- Meals are appropriate for Toddler and Preschool age children with no choking foods.
- Needs to be in accordance with the Federal law and U.S. Department of Agriculture.
- Each meal to be packaged and protected to insure freshness and temperature control. Meals are to be transported in containers maintaining appropriate hot or cold temperatures.
- Food temperature readings need to be taken when food is delivered.
- Menu planning and providing meals to follow the guidelines of the Department of Children and Family Services requirements.
- Menu to be on a 4-week rotation cycle. Provide detailed information of sample menus and any substitution entrée menus. Note which sample menus are for toddlers and preschool age children.

Samples

For bid review and analysis, sample meals and packaging will be made upon request from the College.

Pricing

Provide pricing based on per person; toddler and preschool. Include any minimum requirements that pricing is based on. Pricing is to remain firm for the contract term.

Insurance

Contractor shall maintain liability insurance in minimum limits of \$2,000,000 per occurrence and \$5,000,000 in the aggregate and shall name Triton College, its officers, agents, trustees and employees as additional insureds.

Term

Contract to commence July 1, 2024 to June 30, 2025 with an option to renew annually if equally agreed upon by both parties and pricing from bid remains the same.

Notes to Bidders

- Triton College, Community College District 504 is a local unit of Government, tax exempt, learning institution
- The College reserves the right to accept or reject any or all bids and to waive informalities to any bid if it is deemed to be in the College's best interest
- Note any and all other costs associated with catering services
- Payment cycle for the College, checks released every 3rd Friday of month, net 30-45 days.

An addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Request for Bid, the College will add it to the RFP Posting on www.trition.edu/rfp. It shall be the responsibility of each bidder, prior to submitting the bid, to review the posted RFP to determine if addenda were issued and to make such addenda a part of the bid.

Childcare Development Center Catering Services Vendor Mailing List

A.H Management Group
1151 Rohlwing Road
Rolling Meadows, IL. 60008

Delicious Unlimited
4005 Porett Drive
Gurnee, IL. 60031

Ace Coffee Bar
601 East Lake Street
Streamwood, IL. 60171

Food2You
2719 North Maplewood Avenue
Chicago, IL. 60647

Ceres Food Group
5150 North Northwest Highway
Chicago, IL. 60630

Mrs. C's Catering
9911 Woods Drive
Skokie, IL. 60077

FanFares Catering
742 East 95th Street
Chicago, IL. 60619

Childeats
577 Waukegan Road
Northbrook, IL. 60062

Dee's Catering
1517 Bourbon Parkway
Streamwood, IL. 60107

Healthy Organic Kids
1334 North Cicero Avenue
Chicago, IL. 60651