



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, April 22, 2025**

- I. CALL TO ORDER** April 22, 2025 at 6:40 p.m.  
or immediately following Organizational Meeting
- II. ROLL CALL** Boardroom, A-300
- III. APPROVAL OF BOARD MINUTES – VOLUME LXI**
  - Minutes of the Special Board Meeting of March 05, 2025, No. 12
  - Minutes of the Special Board Meeting of March 20, 2025, No. 13
  - Minutes of the Regular Board Meeting of March 25, 2025, No. 14
- IV. COMMENTS ON THIS AGENDA**
- V. CITIZEN PARTICIPATION**
- VI. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VII. STUDENT SENATE REPORT**
- VIII. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- IX. ADMINISTRATIVE REPORT**
- X. PRESIDENT’S REPORT**
- XI. CHAIRMAN’S REPORT**
- XII. NEW BUSINESS**
  - A. Board Policy – First Reading
    - 6175 Harassment, Discrimination, and Misconduct
  - B. Action Exhibits
    - 17195 Trustee Travel Request
    - 17196 Taping of Board Meetings

- 17197 Budget Transfers
- 17198 Preservation Services Inc. Vendor Limit Increase
- 17199 Certification of Final Completion and Authorization of Final Payment for the Heat Pump Replacement Building T Project
- 17200 Hourly Employee Wage Increase
- 17201 Agreement with Midwest Orthopedics at Rush
- 17202 Purchase of Training Aids for Automotive Program
- 17203 Purchase of Accuplacer Unites for Placement Testing
- 17204 Student Community Employment Experience with River Grove Public Library
- 17205 Agreement with Sign Language Interpreters Inc.
- 17206 Agreement with Parchment LLC for Diplomas/Certificates
- 17207 Agreement with Lamar for Billboard Advertising
- 17208 Agreement with View Chicago Transit
- 17209 Curriculum Recommendations

C. Purchasing Schedules

D. Bills and Invoices

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

F. Human Resources Report

**XIII. COMMUNICATIONS – INFORMATION**

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

**XIV. ADJOURNMENT**

**CALL TO ORDER/ROLL CALL**

Vice Chairwoman Diane Viverito called the special meeting of the Board of Trustees to order in the Boardroom at 5:01 p.m. Following the pledge of allegiance, roll call was taken.

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

Absent: Mr. Luke Casson (who arrived later via telephone), Ms. Kailee Harper, Mr. Mark Stephens.

**CITIZEN PARTICIPATION**

None.

**TRUSTEE TO ATTEND VIRTUALLY**

Ms. Viverito stated that Trustee Casson wants to attend tonight's meeting via telephone. Mr. Jennings made a motion, seconded by Mr. Johnson, to allow Trustee Casson to attend via telephone. It was confirmed that this is consistent with the Open Meetings Act because Mr. Casson is absent due to work obligations.

Roll Call Vote:

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

Motion carried 5-0.

**CLOSED SESSION**

Mr. Johnson made a motion, seconded by Mrs. Potter to go into 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.

Roll Call Vote:

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

Motion carried 5-0. The Board went into Closed Session at 5:04 p.m.

**RETURN TO OPEN SESSION**

Mr. Jennings made a motion to return to Open Session, seconded by Mrs. Potter.

It was noted that Mr. Casson is present via telephone.

Roll Call Vote:

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

Motion carried 6-0. The Board returned to Open Session at 6:27 p.m.

**OLD BUSINESS**

**Mr. Jennings made a motion to take Action Exhibit 17162 off the table (this action exhibit had been tabled on February 18, 2025), seconded by Mr. Johnson.**

17162 Engagement of Legal Counsel and the Filing of a Lawsuit Challenging the Creation of TIF #9 and the Expansion of TIF #4 by the Village of Rosemont – Confirmation of Board Poll

Roll Call Vote:

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

Motion carried 5-1.

**ACTION EXHIBITS**

**17162 Engagement of Legal Counsel and the Filing of a Lawsuit Challenging the Creation of TIF #9 and the Expansion of TIF #4 by the Village of Rosemont – Confirmation of Board Poll**

Mr. Jennings made a motion to approve Action Exhibit 17162, seconded by Mr. Regan.

Mr. Casson made a motion to defer. There was no second; therefore, the motion failed.

Roll Call Vote on the approval of 17162:

Affirmative: Mr. Jennings, Mr. Johnson (noting that he voted in the affirmative with the information he had at the time), Mrs. Potter, Mr. Regan (noting that he voted in the affirmative with the information he had at the time), Ms. Viverito.  
Negative: Mr. Casson.  
Absent: Ms. Harper, Mr. Stephens.

Motion carried 5-1.

**NEW BUSINESS**

**ACTION EXHIBITS**

**17173 Action Directing the Administration with Regard to the Pending Litigation regarding Rosemont TIF Districts #4 and #9.**

Mr. Johnson made a motion, seconded by Mr. Jennings, that the Board of Trustees directs the College Attorneys and Administration to take all necessary actions to respond to the

Village of Rosemont's Motion to Dismiss with respect to the pending litigation regarding Rosemont TIF Districts #4 and #9.

**Roll Call Vote:**

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

**Absent:** Ms. Harper, Mr. Stephens.

Motion carried 6-0.

**ADJOURNMENT**

Motion was made by Mr. Regan to adjourn the special meeting of the Board of Trustees, seconded by Mr. Jennings. Voice vote carried the motion unanimously. Ms. Viverito adjourned the meeting at 6:32 p.m.

Submitted by: Diane Viverito  
Board Chair Pro Tem

Tracy Jennings  
Board Secretary

*Susan Page*  
Susan Page, Recording Secretary

**CALL TO ORDER/ROLL CALL**

Vice Chairwoman Diane Viverito called the special meeting of the Board of Trustees to order in the Boardroom at 4:42 p.m. Following the pledge of allegiance, roll call was taken.

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

Absent: Ms. Kailee Harper, Mr. Mark Stephens.

**CITIZEN PARTICIPATION**

None.

**CLOSED SESSION**

Mr. Johnson made a motion, seconded by Mr. Regan to go into 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.

Roll Call Vote:

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

Absent: Ms. Harper, Mr. Stephens.

Motion carried 6-0. The Board went into Closed Session at 4:43 p.m.

**RETURN TO OPEN SESSION**

Mr. Johnson made a motion to return to Open Session, seconded by Mr. Casson.

Roll Call Vote:

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

Absent: Ms. Harper, Mr. Stephens.

Motion carried 6-0. The Board returned to Open Session at 5:12 p.m.

**NEW BUSINESS**

**ACTION EXHIBITS**

**17174 Action Pending Litigation Following Closed Session**

Mrs. Potter made a motion, seconded by Mr. Regan, that the Board of Trustees directs the College Attorneys and Administration to take the necessary action to move to voluntarily dismiss the pending litigation regarding Rosemont TIF Districts #4 and #9 with leave to refile.

Roll Call Vote:

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

Absent: Ms. Harper, Mr. Stephens.

Motion carried 6-0.

**ADJOURNMENT**

Motion was made by Mr. Regan to adjourn the special meeting of the Board of Trustees, seconded by Mr. Johnson. Voice vote carried the motion unanimously. Ms. Viverito adjourned the meeting at 5:14 p.m.

Submitted by: Diane Viverito  
Board Chair Pro Tem

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 6:35 p.m. Following the pledge of allegiance, roll call was taken.

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

**APPROVAL OF BOARD MINUTES**

Ms. Harper made a motion, seconded by Mr. Regan to approve the minutes of the Regular Board meeting of February 18, 2025. Voice vote carried the motion unanimously.

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

Mary Alexander, student from Oak Park, addressed the Board regarding nursing program issues and communication issues. Ms. Alexander, who is President of the Student Nursing Association, reported that labs are run down, students don't have proper equipment, and a professor was let go, which students find upsetting. Students have sent emails and met with the Dean, but feel they are not taken seriously.

Mia Ruffolo, student from North Riverside, addressed the Board regarding the nursing program. Ms. Ruffolo, vice president of the Student Nursing Association, reported being in lab situations with no sterile gloves and IV tubing, malfunctioning mannequins, and losing a professor who was caring and inspiring.

Evelyn Amigon, student from Melrose Park, addressed the Board regarding ADN program issues. Ms. Amigon reported a disorganized beginning to the program, the loss of several people in the program (administrators, faculty, staff), a communication breakdown, and lack of supplies.

Magdalena Samoly, student from Schiller Park, addressed the Board regarding the nursing program. Ms. Samoly reported that they don't have a schedule for summer yet, and students feel ping-ponged around. Students feel that all of their support has left the college.

Roman Garcia, a student in the audience, was allowed to comment on these same issues with the nursing program.

Kaeleen Edwards, student from River Grove, addressed the Board regarding ADN program issues. Ms. Edwards reminded of the College's mission statement which includes the words valuing the individual, commenting that the nursing students do not feel valued, but disregarded.

Chairman Stephens thanked the students for their time and comments. He stated that while the Board does not get involved in day-to-day issues, the Board does provide oversight, and he will speak with President Moore. The administration has heard the issues and

Mr. Stephens is confident that the president and vice president will address these issues by the next meeting.

### **REPORTS/ANNOUNCEMENTS – Employee Groups**

The following Faculty Association report was read by Chairman Stephens. The TCFA negotiation team has been meeting regularly with the negotiation team from the administrative side to negotiate contract changes to the current CBA. The TCFA team has been working efficiently, providing contract proposals, and requested information to the administration team in a timely manner. As this board knows, it is hard to predict the duration of contract negotiations, but the TCFA is striving to reach a fair tentative agreement on a new CBA before the end of the semester. We look forward to another negotiation session this Friday.

Mid-Management Association President Dorota Krzykowska provided an update on Early College programs, noting that enrollment has nearly tripled since Fall 2024. She reported enhanced collaboration with Advising services, the Transfer Center, Continuing Education, and career programs to benefit the students.

Adjunct Faculty Association President Bill Justiz reported that Adjunct Faculty have noticed a lot more high school students in the classroom.

### **STUDENT SENATE REPORT**

TCSA President Mark Kouria reported that the Graduation Fair is being held today and tomorrow, March 25-26. TRIUMPH and SURGE had successful trips during spring break, and students are looking forward to their E-Board elections.

### **BOARD COMMITTEE REPORTS**

#### Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month and went over items pertaining to academic and student affairs. The committee supports the items and asks for the Board's support as well.

#### Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on March 5 and reviewed thirteen new business items and one purchasing schedule. All were unanimously approved and sent to the Board with a recommendation for approval.

### **ADMINISTRATIVE REPORT**

None.

### **PRESIDENT'S REPORT**

President Mary-Rita Moore reported that midterm has passed and the college is gearing up for completing the semester and celebratory events. She thanked the Mid-Management and Classified Associations for inviting her to their In-Services, where employees had the opportunity to dialog about what's on their minds.

### CHAIRMAN'S REPORT

Mr. Stephens noted that the Wall of Fame Induction Ceremony is coming up on April 11, and Commencement on May 17. Chairman Stephens discussed the news out of Springfield about allowing community colleges to offer 4-year degrees, stating that Triton College can do this at a better price and with the same quality as any institution in the State of Illinois.

### NEW BUSINESS

#### BOARD POLICY – Second Reading (waive first reading) **Student Affairs 5117 Tuition and Fees Senior Citizens**

Mrs. Potter made a motion to enact the revised Board Policy, seconded by Mr. Johnson. Voice vote carried the motion unanimously.

#### ACTION EXHIBITS

The Action Exhibits were taken as a group, except for 17177, which will be taken separately as requested.

- 17175 Budget Transfers**
- 17176 Amendment to AT&T Broadcast Services Agreement**
- 17178 Facility Fee Waiver: Cook County Clerk's Office (Date Adjustment)**
- 17179 Costco Purchasing Cards**
- 17180 Cerniglia Underground Contractors Vendor Limit Increase**
- 17181 Trust Agreement with BMO Bank for CDB Project – R Building Roof Replacement**
- 17182 State of Illinois Rock Salt Joint Purchasing Program**
- 17183 Commerce Bank Expense Card Program**
- 17184 Sound Incorporated – Access Control Hardware**
- 17185 Agreement with Heartland Business Systems – Purchase of Milestone Server Refresh**
- 17186 Adult Education Agreement with Rhodes School District 84.5**
- 17187 Addition and Change of Course Fees for Inclusive Access Program Effective Fall 2025**
- 17188 Titles for Library Removal-Weeding**
- 17189 AwardSpring Scholarship Management Software Agreement**
- 17190 Technology Fee Update**
- 17191 Online Course Fee Update**
- 17192 Curriculum Recommendations**

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve Action Exhibits 17175 – 17176, 17178 - 17192. Voice vote carried the motion unanimously.

#### **17177 Proposed Increase to Franczek Professional Legal Services Rates**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve Action Exhibit 17177.

Roll Call Vote:

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

Mr. Regan, Ms. Viverito, Mr. Stephens.  
Abstain: Mr. Casson.

Motion carried 6-0 with the Student Trustee voting yes and Mr. Casson abstaining.

**PURCHASING SCHEDULES**

**B47.13 Continuing Education Guide Summer 2025**

**B47.14 Residential HVAC Lab – Building T**

**B47.15 Cosmetology Furniture Purchase**

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

**BILLS AND INVOICES**

Ms. Viverito made a motion, seconded by Mrs. Potter, to pay the Bills and Invoices in the amount of \$1,715,063.17.

Roll Call Vote:

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

Motion carried 7–0 with the Student Trustee voting yes.

**HUMAN RESOURCES REPORT**

**1.0 Faculty**

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

**2.0 Adjunct Faculty**

Mr. Casson made a motion, seconded by Mr. Johnson, to approve pages 2 - 3 of the Human Resources Report, items 2.1.01 through 2.7.01. Voice vote carried the motion unanimously.

**3.0 Administration**

Mr. Jennings made a motion, seconded by Mr. Johnson, to approve pages 4 - 7 of the Human Resources Report, items 3.1.01 through 3.4.01. Voice vote carried the motion unanimously.

**4.0 Classified, Police & Engineers**

Ms. Viverito made a motion, seconded by Mr. Casson, to approve pages 8 - 11 of the Human Resources Report, items 4.1.01 through 4.6.07. Voice vote carried the motion unanimously.

**5.0 Mid-Management**

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve pages 12 - 14 of the Human Resources Report, items 5.1.01 through 5.5.04. Voice vote carried the motion unanimously.

**6.0 Hourly Employees**

Mr. Johnson made a motion, seconded by Ms. Harper, to approve pages 15 - 18 of the Human Resources Report, items 6.1.01 through 6.4.07. Voice vote carried the motion unanimously.

**7.0 Other**

Mr. Regan made a motion, seconded by Ms. Viverito, to approve page 19 of the Human Resources Report, items 7.1.01 through 7.4.02. Voice vote carried the motion unanimously.

**ADJOURNMENT**

Motion was made by Mr. Jennings to adjourn the regular meeting of the Board of Trustees, seconded by Mr. Johnson. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:18 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 April 22, 2025

POLICY SECTION Academic Affairs

POLICY NO. 6175

First Reading

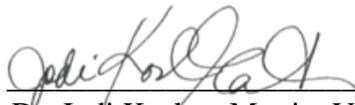
Second Reading

**TITLE: HARASSMENT, DISCRIMINATION AND MISCONDUCT**

**PURPOSE:** The purpose of the proposed policy revision is to align the U.S. Department of Education regulations governing Title IX at educational institutions that receive federal funding. These new guidelines revert back to the 2020 regulations. Legal counsel has reviewed the proposed edits to the policy.

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**Submitted to Board by:**



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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

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**Tracy Jennings  
Secretary**

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**Date**

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT  
Page 1 of 8**

**POLICY 6175**  
**ADOPTED: 03/16/93**  
**AMENDED: 06/20/00**  
**AMENDED: 12/20/16**  
**AMENDED: 02/18/20**  
**AMENDED: 11/17/20**  
**AMENDED: 12/17/24**  
**AMENDED:**

I. Introduction

Triton College is committed to sustaining a learning environment that is free from ~~unlawful~~ **sexual harassment, discrimination, threats, discrimination or intimidation, or bullying, domestic violence, retaliation, and stalking.** Conduct of this type by students, employees, and other individuals and entities who interact with our students and employees is prohibited. This prohibition applies in any **of context which has a reasonable relationship to** Triton’s educational programs and activities, regardless of whether the conduct takes place on or off campus. ~~A reasonable relationship includes enrolled students or active employees of Triton College.~~

Triton College requires its employees who observe or become aware of prohibited conduct to report such conduct to the Title IX Coordinator, identified below, in support of efforts to maintain a safe and productive environment for all members of the College community. We strongly encourage students and other individuals who experience or observe prohibited conduct to do the same. Triton College has Confidential Advisors on campus with whom college students can discuss incidents of sexual harassment without automatically triggering a report to the Title IX office.

This policy is intended to be consistent with ~~federal~~ **applicable** laws, including Title IX of the Education Amendments of 1972 (“Title IX”) and the Violence Against Women Act (VAWA), as well as the Illinois Preventing Sexual Violence in Higher Education Act and the Illinois Human Rights Act (IHRA).

II. Title IX

Title IX applies to federally-funded schools at all levels. Title IX protects students, employees, applicants for admission and employment, and other persons from discrimination, on the basis of sex in Triton’s education programs and activities. This includes discrimination or harassment based on

**BOARD OF TRUSTEES, DISTRICT 504**

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**AMENDED:**

~~gender identity, sexual orientation,~~ sex stereotypes, sex characteristics, and pregnancy or pregnancy related conditions.

**The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex unless authorized to do so under Title IX or the Department’s implementing regulations.**

**Schools must respond promptly to sexual harassment prohibited by Title IX in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. Notice to a Title IX Coordinator or Official with Authority of sexual harassment prohibited by Title IX charges a school with actual knowledge and triggers the school’s response obligations. Schools must respond when sexual harassment prohibited by Title IX occurs in the school’s educational program or activity against a person in the United States. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent and the context in which the sexual harassment occurred and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution. Title IX applies to all of a school’s education programs or activities, whether such programs or activities occur on-campus or off-campus. Title IX affirms that a complainant’s wishes with respect to whether the school investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. Triton’s Harassment, Discrimination, and Sexual Misconduct Guidelines define sexual harassment prohibited by Title IX and explain the process for making, investigating, and resolving complaints of prohibited conduct, including outcomes, rights, responsibilities, and resources. This policy includes a broader definition of prohibited conduct than that found in Title IX,**

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
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**AMENDED:**

**because Triton is responsible for complying with other Illinois and Federal laws that include a broader definition of prohibited conduct than Title IX.**

III. Prohibited Conduct

Examples of behaviors that could constitute prohibited conduct under Title IX include **sexual harassment, including** quid pro quo harassment, dating violence, domestic violence, sexual assault, forcible fondling, incest, rape, sexual assault with an object, forcible sodomy, stalking, and other unwelcome sex-based conduct that creates a hostile environment under Title IX. **Title IX also prohibits retaliation for the purpose of interfering with any right or privilege secured by Title IX or because an individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under Title IX.**

~~Further information and definitions of each of the above prohibited acts can be found in Triton's Harassment, Discrimination, and Sexual Misconduct Guidelines, available online.~~

~~Triton also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex-based discrimination.~~

**For Title IX purposes, the following definitions apply:**

- i. Dating Violence is violence and abuse committed by a person to exert power and control over another person with whom they have been in a social relationship of a romantic or intimate nature. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions and can include physical abuse, psychological and emotional abuse, and sexual abuse. It can also include “digital abuse”, the use of technology, such as smartphones, the internet, or social media to intimidate, harass, threaten, or isolate a person.**
- ii. Domestic Violence is a pattern of abusive behavior in a relationship that is used by a family or household member to maintain power and control over**

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
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**AMENDED: 12/17/24**  
**AMENDED:**

another family or household member. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, hurts, injures, or wounds someone.

- iii. **Sexual Assault is any type of sexual contact or behavior that occurs without the consent of the recipient. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, molestation, incest, fondling, rape, and attempted rape. It includes sexual acts against people who are unable to consent due to age or lack of capacity.**
- iv. **Sexual Misconduct is engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors.**
- v. **Sexual Harassment is a form of prohibited sex discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature by a college employee, by another student, or by a third party constitutes sexual harassment if such conduct is sufficiently severe, persistent, or pervasive to limit the student's ability to participate in or benefit from an education program or activity or create a hostile or abusive educational environment.**
- vi. **Harassment, Threats, and Bullying on the basis of sex involves engaging in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct that threatens or endangers, the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive and objectively offensive.**
- vii. **Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for their own safety or the safety of others.**
- viii. **Retaliation is any form of intimidation, reprisal, or harassment against an individual because they made a report of discrimination or harassment or because that individual has participated in an investigation of discrimination or harassment by or of a Triton College community member.**

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
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**AMENDED: 12/17/24**  
**AMENDED:**

**IV. Reporting Sexual Harassment a Complaint**

The following people have a right to make a complaint of sex discrimination and will be considered the “Complainant”:

- a. ~~A student or employee of Triton College who is alleged to have been subjected to conduct that could constitute sex discrimination, including harassment, or~~
- b. ~~A person other than a student or employee of Triton College who is alleged to have been subjected to conduct that could constitute sex discrimination, including harassment, when that individual was participating or attempting to participate in Triton College’s education program or activity.~~

~~These additional individuals shall have the right to file a complaint on behalf of a Complainant.~~

- a. ~~A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a Complainant; or~~
- b. ~~Triton College’s Title IX Coordinator or Deputy Title IX Coordinator.~~

**Any person may report Title IX misconduct, regardless of whether the reporter is the alleged victim of the reported conduct. However, in order for the College to proceed with the Title IX process, a complainant or the Title IX Coordinator must file a formal complaint. To file a complaint alleging a violation of this policy, including Title IX, contact the Title IX Coordinator at:**

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

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**AMENDED: 12/17/24**  
**AMENDED:**

Associate Vice President of Human Resources/Title IX Coordinator  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171  
Room P-105  
(708) 456-0300

Students, Faculty and Staff have the option to file a complaint online at:  
[www.triton.edu/titleixreport](http://www.triton.edu/titleixreport)

V. Processing Complaints

Triton College shall respond promptly and **in a manner that is not deliberately indifferent effectively** to sexual harassment prohibited by Title IX. ~~Notice to a Title IX Coordinator or Official with Authority of conduct that reasonably may constitute sex discrimination in an education program or activity charges a school with knowledge of potential Title IX misconduct and triggers the College's response obligations.~~

Triton College must respond when **it has actual knowledge of** sexual harassment prohibited by Title IX ~~that occurs~~ **occurred** in the school's educational program or activity against a person in the United States, **as discussed above**. ~~Conduct that occurs under Triton College's education programs or activities includes, but is not limited to, conduct that occurs in a building owned or controlled by Triton College or a student organization that is officially recognized by Triton College and conduct that is subject to Triton College's disciplinary authority. Title IX applies to all of Triton College's education programs or activities, whether such programs or activities occur on campus or off campus.~~

~~Title IX affirms that a Complainant's wishes with respect to whether the school investigates should be respected unless the Title IX Coordinator or Deputy determines to initiate a complaint and an investigation over the wishes of the Complainant is appropriate after considering the relevant factors set forth under the Title IX regulations.~~

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

Page 7 of 8

**POLICY 6175**  
**ADOPTED: 03/16/93**  
**AMENDED: 06/20/00**  
**AMENDED: 12/20/16**  
**AMENDED: 02/18/20**  
**AMENDED: 11/17/20**  
**AMENDED: 12/17/24**  
**AMENDED:**

Triton's Harassment, Discrimination, and Sexual Misconduct Guidelines (available online) **further** define sexual harassment prohibited by Title IX and explain the process for making, investigating, and resolving complaints of prohibited conduct, including outcomes, rights, responsibilities, and resources. Processing a report or complaint under the Title IX Sexual Harassment Grievance Procedures does not preclude processing some or all allegations of a report or complaint under other policies and procedures to the extent allowed by Title IX or other laws.

This Policy may include a broader definition of prohibited conduct than that found in the Title IX, because Triton is responsible for complying with other Illinois and Federal laws that include a broader definition of prohibited conduct than Title IX.

For all reports or complaints of discrimination or harassment on the basis of sex other than Title IX Sexual Harassment, the General Grievance Procedures in the Harassment, Discrimination, and Sexual Misconduct Guidelines (online) will be used to process the report or complaint.

**VI. Interim Measures, Supportive Measures and Accommodations**

**Triton College may take steps to provide interim supportive measures and accommodations to limit the effects of the alleged harassment. Specifics of which measures may be used and in what circumstances will be dictated by the procedures outlined in the Harassment, Discrimination, and Sexual Misconduct Guidelines. Examples include:**

- **Class reassignment**
- **Academic accommodations**
- **Interim leave from the college**
- **Limitation of college sponsored activities, both on and off campus**
- **No Contact Directive**
- **Safety escorts**
- **Parking restrictions**
- **Employment reassignment**
- **Administrative leave with or without pay**
- **Other appropriate actions as necessary to stop the prohibited conduct,**

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

**Page 8 of 8**

**POLICY 6175**  
**ADOPTED: 03/16/93**  
**AMENDED: 06/20/00**  
**AMENDED: 12/20/16**  
**AMENDED: 02/18/20**  
**AMENDED: 11/17/20**  
**AMENDED: 12/17/24**  
**AMENDED:**

prevent its recurrence, and remedy its effect.

**VII. Remedies**

Violations of this policy may be addressed in various ways, including but not necessarily limited to:

- **Written warning**
- **Disciplinary Action**
- **Conduct probation**
- **Restitution**
- **Discretionary outcomes**
- **Class removal**
- **Demotion**
- **Job reassignment**
- **No Contact Directive**
- **No trespass warning**
- **Restriction**
- **Revocation of admission and/or degree**
- **Suspension**
- **Expulsion**
- **Termination**

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17195

**SUBJECT: BOARD OF TRUSTEES TRAVEL REQUEST**

**RECOMMENDATION:** To approve travel for Trustee Tracy Jennings to attend a meeting of the Illinois Community College Trustees Association (ICCTA) and Lobby Day in Springfield, Illinois on May 6 – 7, 2025. Total cost of travel will not exceed \$650, itemized as follows: registration - \$0; transportation - \$300; lodging - \$200; meals - \$150.

**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 and meet with legislators regarding higher education issues.

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

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**Board Officers' Signatures Required:**

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

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17196

**SUBJECT: TAPING OF BOARD MEETINGS**

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the recording of each meeting of the Board.

**RATIONALE:** This request is made in compliance with Board Policy #1122 which states, "A tape recording of each meeting of the Board may be made only by majority vote taken on an annual basis at a regular meeting of the Board.

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Submitted to Board by: \_\_\_\_\_

*Mary-Rita Moore*  
Mary-Rita Moore, President

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**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 April 22, 2025

ACTION EXHIBIT NO. 17197

**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.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Tracy Jennings**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

**PROPOSED BUDGET TRANSFERS - FY 2025  
FOR THE PERIOD 3/1/25 to 3/31/25**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>EDUCATION FUND</b>					
1	Computer Info Services	01-10200530-550200010	Computer Info Services	01-10200530-540600010	465.00
2	Hospitality Ind Admin	01-10200550-550200010	Hospitality Ind Admin	01-10200550-540600010	2,000.00
3	Radiologic Technology	01-10401040-540600005	Radiologic Technology	01-10401040-530400010	700.00
4	Dean of Arts & Sciences	01-20801010-540200010	Speech	01-10102545-540200010	100.00
5	Dean, Business & Tech	01-20801020-580600005	Dean, Business & Tech	01-20801020-530400010	10,633.00
6	Dean, Health Occupations	01-20801040-540200005	Allied Health	01-10401005-540200010	200.00
7	Counseling	01-30200515-550100010	Counseling	01-30200515-540600010	1,000.00
8	Dean of Retention	01-30200520-550300005	Dean of Retention	01-30200520-540200005	2,000.00
9	Dean of Retention	01-30200520-530900010	Dean of Retention	01-30200520-540900505	4,900.00
10	Assessment	01-30200542-550100005	Assessment	01-30200542-530900010	100.00
11	Dean of Student Services	01-30800510-540100210	Dean of Student Services	01-30800510-530900010	3,000.00
12	Dean of Student Services	01-30800510-540100210	Dean of Student Services	01-30800510-550300005	200.00
13	Transfer Center	01-30900506-550300005	Transfer Center	01-30900506-540100110	600.00
14	Center Of Business & PD	01-40200510-530900010	Center Of Business & PD	01-40200510-540900505	500.00
15	Center Of Business & PD	01-40200510-550100005	Center Of Business & PD	01-40200510-540900505	100.00
16	Dean, Continuing Education	01-40800510-530900010	Lifelong Learning	01-40100520-550100005	7,100.00
17	VP Student Affairs	01-80100510-540900505	VP Student Affairs	01-80100510-530900010	7,000.00
18	Audio Visual Tech	01-80400510-540901005	Ophthalmic Technician	01-10401035-540901005	258.00
19	Network Services	01-80400520-540400015	Network Services	01-80400520-580500010	25.00
20	Network Services	01-80400520-540901005	Network Services	01-80400520-580500010	68,375.00
<b>TOTAL EDUCATION FUND</b>					<b>\$ 109,256.00</b>

ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>MAINTENANCE FUND</b>					
21	Police	02-70400510-530400010	Police	02-70400510-540900505	13,342.00
<b>TOTAL MAINTENANCE FUND</b>					<b>\$ 13,342.00</b>

**PROPOSED BUDGET TRANSFERS - FY 2025  
FOR THE PERIOD 3/1/25 to 3/31/25**

<b>ID#</b>	<b>AREA</b>	<b>ACCT #</b>	<b>AREA</b>	<b>ACCT #</b>	<b>AMOUNT</b>
<b>AUXILIARY FUND</b>					
22	Baseball	05-60401010-550300005	Athletics	05-60400505-550300005	10,000.00
<b>TOTAL AUXILIARY FUND</b>					<b>\$ 10,000.00</b>

<b>ID#</b>	<b>AREA</b>	<b>ACCT #</b>	<b>AREA</b>	<b>ACCT #</b>	<b>AMOUNT</b>
<b>RESTRICTED FUND</b>					
23	VIC - Perkins	06-10105050-540100210	STN-Perkins	06-10405003-540100210	2.24
24	STN-Perkins	06-10405003-580600005	STN-Perkins	06-10405003-540100210	320.00
25	State Performance Grant	06-10605001-540600005	State Performance Grant	06-10605001-550100005	1,061.45
26	Perkins Coordinator	06-20805008-550200005	STN-Perkins-Health Career	06-10405003-540100210	4,565.56
27	Biotechnology Perkins	06-20905033-540900505	STN-Perkins-Health Career	06-10405003-540100210	492.03
28	Perkins Early College	06-20905056-550300005	STN-Perkins-Health Career	06-10405003-540100210	1,700.00
29	Perkins Early College	06-20905056-550100005	STN-Perkins-Health Career	06-10405003-540100210	5,275.18
30	Perkins Career Services	06-30205007-550300005	STN-Perkins-Health Career	06-10405003-540100210	961.62
31	ICCB Dual Credit	06-30205008-550200005	ICCB Dual Credit	06-30205008-540100110	1,737.12
32	ICCB Dual Credit	06-30205008-550300005	ICCB Dual Credit	06-30205008-540100110	475.20
33	CNS-RSVP	06-40405001-530900010	CNS-RSVP	06-40405001-550200005	400.00
34	CNS-RSVP	06-40405001-540100110	CNS-RSVP	06-40405001-550200005	16.80
35	CNS-RSVP	06-40405001-540600005	CNS-RSVP	06-40405001-550200005	125.00
<b>TOTAL RESTRICTED FUND</b>					<b>\$ 17,132.20</b>
<b>TOTAL PROPOSED BUDGET TRANSFERS</b>					<b>\$ 149,730.20</b>

### Budget Transfer Form

Dollar Amount

\$465

From what Budget Account

01 - 10200530 - 550200010

Object Code Description

Computer Information Systems : Prof Dev-Travel

To what Budget Account

01 - 10200530 - 540600010

Computer Information Systems : Prof Dev-Publi

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

**Rationale:**

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

For FY2025, all professional development funds are being made available through the Professional Development-Travel In State Object Code. The faculty may request funds for publications and dues, meeting expenses, Travel In State, or Travel Out of State as needed. Professor David Anderson is requesting funds to cover publications and dues.

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

Funds are needed to cover the IEEE dues and two publications for Professor David Anderson.

**Required Signatures**

Requestor

DocuSigned by: Paros Hadjimitsos 2/28/2025  
AA443A91B3DB4EE

Cost Center Manager

DocuSigned by: Paros Hadjimitsos 2/28/2025  
AA443A91B3DB4EE

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: paul jensen 3/2/2025  
815C0C8B81974DE

Area Vice President

Signed by: susan campos 3/7/2025  
87D8745ED8A8449

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: \_\_\_\_\_

*Handwritten signatures and dates:*  
M  
OR  
SS 3/17/25

Entered by: B7950 JB 3-17-25

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$2000.00</u>	
<b>From what Budget Account</b>	<u>01 - 10200550 - 550200010</u>	<b>Object Code Description</b> <u>Professional In State Travel</u>
<b>To what Budget Account</b>	<u>01 - 10200550 - 540600010</u>	<u>Publications and Dues</u>
<b>Is this a Grant?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>*If you are submitting a grant transfer, the following statement must appear in the Rationale:</b> "This is an allowable transfer under the (name of grant) guidelines"	
<b>Grant Accountant?</b>	<b>Include Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**Rationale:**  
**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 These funds are not needed in for in state travel but, they are needed for professional development.

**Explain specifically why additional funds are needed in the receiving account:**  
 The funds will be utilized for professional development for Chef Christopher Clem and Chef Manuel Uribe in the spring 2025 semester.

**Required Signatures**

- Requestor** Signed by: Denise Smith-Gaborit 2/26/2025
- Cost Center Manager** Signed by: Denise Smith-Gaborit 2/26/2025
- Associate Dean (If Applicable)** Signed by: Justyna Kohly 2/26/2025
- Dean (If Applicable)** DocuSigned by: Panos Hadjimitsos 3/7/2025
- Associate Vice President** Signed by: Paul Jensen 3/12/2025
- Area Vice President** Signed by: Susan Marie Campos 3/18/2025

#### BUSINESS OFFICE APPROVALS

- Grant Accountant:** \_\_\_\_\_
- Asst. Director of Finance** \_\_\_\_\_
- Exec. Director of Finance:** Mr
- Exec. Dir. of Bus. Operations:** CR
- VP of Business Services:** SG 3/18/25

**Entered by:** B7960 JB 3-19-25

### Budget Transfer Form

Dollar Amount

\$700.00

From what Budget Account

01 - 10401040 - 540600005

Object Code Description

Publication and Dues

To what Budget Account

01 - 10401040 - 530400010

Maintenance Service

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

**Rationale:**

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

Our Publication and Dues were covered by the Perkins Grant this year, so we will not be utilizing the full amount allocated to our Publication and Dues category.

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

Additional funds are required in our Maintenance account to repair broken equipment, as the \$1,500 currently in the account is allocated for our annual preventative maintenance service.

**Required Signatures**

**Requestor**

Signed by: Linon Manning 3/4/2025  
04204F445DCE49D

**Cost Center Manager**

Signed by: Nancy Rizo 3/4/2025  
E13892A98774CA

**Associate Dean (If Applicable)**

Signed by: Ty Perkins 3/4/2025  
26C0F02A1B94404

**Dean (If Applicable)**

Signed by: Troy Moran 3/18/2025  
1193DE27C934429

**Associate Vice President**

Signed by: Paul Jensen 3/18/2025  
815C068B01974DE

**Area Vice President**

Signed by: Susan Campos 3/18/2025  
87D6745E06A0249

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: SS 3/18/25

Entered by: B7961 JB 3-15-25

### Budget Transfer Form

Dollar Amount

\$100.00

From what Budget Account

01 20801010 540200010

Object Code Description

Dean of Arts & Sciences: Copier Charge

To what Budget Account

01 10102545 540200010

Speech: Copier Charge

Is this a Grant?

Yes [ ] No [X]

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

Rationale:

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

SPE copier line needs additional funds for the academic year. There are enough funds remaining on the line to cover the Dean's office copier charges.

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

SPE copier line has been depleted, and additional funds are needed for the remainder of the academic year.

**Required Signatures**

Requestor

Signed by: Delisha Fletcher 3/14/2025  
087F8E92DE86467...

Cost Center Manager

Signed by: Jeanette Bartley 3/14/2025  
0EC725A937247E...

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Paul Jensen 3/14/2025  
015CD006BB1974DE...

Area Vice President

Signed by: Susan Campos 3/14/2025  
07D6745E08A6448...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *MP*

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *CR*

VP of Business Services: \_\_\_\_\_ *SB 3/17/25*

Entered by: B7952 JS 3-17-25

### Budget Transfer Form

\$10,633.00

Dollar Amount

From what Budget Account

01 20801020 580600005

Object Code Description

Dean, of Business & Tech : Equipment - Instru

To what Budget Account

01 20801020 530400010

Dean, of Business & Tech : Maintenance Servic

Is this a Grant?

Yes [ ] No [X]

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

#### Rationale:

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

There is a sufficient amount of funds to cover acquisition of equipment for new programs. The transferred funds bring on line new welding equipment and enhance the lighting conditions in the automotive labs.

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

To install new tire mount machine and relocate existing tire mount machine and tire balancing machine in T05 and T107. Electric materials is \$450.00, Lift Rental is \$1,000.00, and electric labor is \$545.75. Plumbing materials is \$400.00 and plumbing labor is \$1,036.00. Six cord reels will be installed in T152. The cost of the reels is \$3,635.40. Other materials is \$565.32. Labor is \$3,000.00.

#### Required Signatures

Requestor

DocuSigned by: Panos Hadjimitsos 2/26/2025  
AA443A91B30B4EE

Cost Center Manager

DocuSigned by: Panos Hadjimitsos 2/26/2025  
AA443A91B30B4EE

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Paul Jensen 2/28/2025  
B15C0068B1974DE

Area Vice President

Signed by: Susan Campos 2/28/2025  
B7D6745E0B8B449

#### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: [Signature] 3/4/25

Entered by: B7931 B 3/4/25

### Budget Transfer Form

Dollar Amount \$200.00

From what Budget Account 01 20801040 54020005 Object Code Description Printing

To what Budget Account 01 10401005 54020010 Object Code Description Copier Charge

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

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes  No

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Increased use of digital resources has reduced the need for printed materials, leaving surplus funds in the printing budget that are no longer needed this fiscal year.

**Explain specifically why additional funds are needed in the receiving account:**  
 Faculty copier usage has exceeded expectations. The additional funds will ensure faculty have continued access to essential copying services.

**Required Signatures**

Requestor	Signed by: <u>Susan Manning</u>	2/25/2025
Cost Center Manager	Signed by: <u>Troy Moran</u>	2/25/2025
Associate Dean (If Applicable)	Signed by: <u>Ty Perkins</u>	2/25/2025
Dean (If Applicable)	Signed by: <u>Troy Moran</u>	2/26/2025
Associate Vice President	Signed by: <u>Paul Jensen</u>	2/26/2025
Area Vice President	Signed by: <u>Susan Campos</u>	2/26/2025

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: Susan 2/28/25

Entered by: B7928 JB 2/28/25

### Budget Transfer Form

Dollar Amount

\$1000

From what Budget Account

01 30200515 550100010

Object Code Description

Counseling : Meeting Expense-Prof Dev

To what Budget Account

01 30200515 540600010

Counseling : Prof Dev Publications/Dues

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

**Rationale:**

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

Moving from one professional development fund to another

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

Based off of counselors' preferred professional development funds, need to be transferred

**Required Signatures**

Requestor

Signed by: Tracy Ewert 3/3/2025  
D04017169E0431

Cost Center Manager

Signed by: Tracy Wright 3/11/2025  
EA16C2B8D078461

Associate Dean (If Applicable)

Signed by: 3/12/2025

Dean (If Applicable)

Signed by: Julia Willis 3/17/2025  
7CB81D000354C7

Associate Vice President

Signed by: Julia Willis 3/25/2025  
7CB81D000354C9

Area Vice President

Signed by: Jodi Koslow Martin 3/25/2025  
7F7DB8A84BAE4FC

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *ML*

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *CR*

Entered by: B7973 73 3-27-25

VP of Business Services: \_\_\_\_\_ *3/27/25*

### Budget Transfer Form

Dollar Amount

\$2000

From what Budget Account

01 - 30200520 - 530900010

Object Code Description

Other Contractual

To what Budget Account

01 - 30200520 - 540200005

Printing

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

**Rationale:**

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

Another budget line was used to pay some other planned expenses. Funds are needed in printing to cover signage and yard signs for New Student Orientation and registration events.

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

Additional funds are needed to cover external printing expenses for registration and new student orientation events.

**Required Signatures**

Requestor

Signed by: Denise Jones 3/25/2025

Cost Center Manager

Signed by: Denise Jones 3/25/2025

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Julia Willis 3/25/2025

Area Vice President

Signed by: Jodi Koslow Martin 3/25/2025

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *JA*

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *OR*

VP of Business Services: *Sm* 3/28/25

Entered by: B7976 -B 3-28-25

### Budget Transfer Form

Dollar Amount

\$4900

From what Budget Account

01 30200520 550300005

Object Code Description

Out of State Travel

To what Budget Account

01 30200520 540900505

Other Materials and Supplies

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

**Rationale:**

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

Initial expected travel to 2 out of state conferences did not occur. Funding is needed to support the summer and fall registration efforts.

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

Funds are needed to support various registration events and retention celebrations for departments within Retention and Student Engagement.

**Required Signatures**

Requestor

Signed by: Denise Jones 3/25/2025  
1F03648919A849E...

Cost Center Manager

Signed by: Denise Jones 3/25/2025  
1F03648919A849E...

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Julia Willis 3/25/2025  
7CBAB1DD0354C9...

Area Vice President

Signed by: Jodi Koslow Martin 3/25/2025  
7F7088A83BAE4FC...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: [Signature] 3/28/25

Entered by: B7977 JB 3-28-25

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$100</u>	<b>Object Code Description</b>
<b>From what Budget Account</b>	<u>01 30200542 550100005</u>	<u>Assessment: Meeting Expense</u>
<b>To what Budget Account</b>	<u>01 30200542 530900010</u>	<u>Assessment: Other Contractual Services</u>
<b>Is this a Grant?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>*If you are submitting a grant transfer, the following statement must appear in the Rationale:</b> "This is an allowable transfer under the (name of grant) guidelines"	
<b>Grant Accountant?</b>	<b>Include Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
funds allocated to this line are not required at this time.

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

funds are needed to cover the cost for the Speaker on Assessment Day (4/11/2025).

**Required Signatures**

<b>Requestor</b>	<u>Signed by: <i>Cassandra Ramirez</i></u>	<u>2/25/2025</u>
<b>Cost Center Manager</b>	<u>Signed by: <i>Susan Campos</i></u>	<u>2/25/2025</u>
<b>Associate Dean (if Applicable)</b>	_____	
<b>Dean (if Applicable)</b>	_____	
<b>Associate Vice President</b>	<u>Signed by: <i>Paul Jensen</i></u>	<u>2/25/2025</u>
<b>Area Vice President</b>	<u>Signed by: <i>Jodi Koslow Martin</i></u>	<u>3/25/2025</u>

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance:** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

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

**VP of Business Services:** [Signature] 3/27/25

**Entered by:** B7974/ JB 3-27-25

### Budget Transfer Form

Dollar Amount

\$3,000.00

From what Budget Account

01 - 30800510 - 540100210

Object Code Description

Dean of Student Services: Instructional Support

To what Budget Account

01 - 30800510 - 530900010

Dean of Student Services: Other Contractual

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

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

Grant Accountant?

Include Attachments: Yes [ ] No [X]

**Rationale:**

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

The current funds in this budget line are sufficient to cover the necessary supplies for the department, even after subtracting \$3,000 to be transferred to another account.

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

Additional funds are required for this line item, as only \$682.50 remains in the Other Contractual budget. The \$3,000.00 is needed to cover the cost of meals provided at the Youth Leadership Conference on February 21, 2025.

**Required Signatures**

Requestor

Signed by: Julia Willis 3/25/2025  
4CBA11D0D0354C9

Cost Center Manager

Signed by: Julia Willis 3/25/2025  
4CBA11D0D0354C9

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Denise Jones 3/25/2025  
1FD366919A849E

Area Vice President

Signed by: Jodi Koslow Martin 3/25/2025  
7F1DB8A84AE4FC

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: [Signature] 3/27/25

Entered by: B7975 73 3-27-25

### Budget Transfer Form

Dollar Amount \$200.00

From what Budget Account 01 - 30800510 - 540100210 Object Code Description Dean Of Student Services:Instructional Support

To what Budget Account 01 - 30800510 - 550300005 Dean of Students: Out of State Travel

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

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes ( ) No (X)

**Rationale:**

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

The current funds in this budget line are sufficient to cover the necessary supplies for the department, even after subtracting \$200 to be transferred to another account.

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

Additional funds are required for this line item, as only \$19.14 remains in the out-of-state travel budget, which is insufficient to cover remaining anticipated expenditures for out of state travel for the department.

**Required Signatures**

**Requestor** Julia Willis 3/25/2025

**Cost Center Manager** Julia Willis 3/25/2025

**Associate Dean (if Applicable)** \_\_\_\_\_

**Dean (if Applicable)** \_\_\_\_\_

**Associate Vice President** Denise Jones 3/25/2025

**Area Vice President** Jodi Koslow Martin 3/25/2025

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

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

**VP of Business Services:** [Signature] 3/28/25

Entered by: B7978 JB 3-28-25

### Budget Transfer Form

<b>Dollar Amount</b>	\$600	
<b>From what Budget Account</b>	01 - 30900506 - 550300005	<b>Object Code Description</b> Transfer Center: Travel - Out of State
<b>To what Budget Account</b>	01 - 30900506 - 540100110	Transfer Center: Office Supplies
Is this a Grant? Yes [ ] No [X] <span style="float: right;">*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"</span>		
Grant Accountant?		Include Attachments: Yes [ ] No [X]

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Budgeted funds are no longer required for this fiscal year because there are no out of state conferences that the Transfer Center staff will be attending.

**Explain specifically why additional funds are needed in the receiving account:**  
 Additional funds are needed in this account to purchase needed office supplies, such as ink for our printer.

**Required Signatures**

<b>Requestor</b>	Signed by: <u>Patricia Rodriguez</u>	2/20/2025
<b>Cost Center Manager</b>	Signed by: <u>Patricia Rodriguez</u>	2/20/2025
<b>Associate Dean (If Applicable)</b>	Signed by: _____	
<b>Dean (If Applicable)</b>	Signed by: <u>Denise Jones</u>	2/24/2025
<b>Associate Vice President</b>	Signed by: <u>Jodi Koslow Martin</u>	2/24/2025
<b>Area Vice President</b>	Signed by: <u>Jodi Koslow Martin</u>	2/24/2025

#### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance:** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

**Exec. Dir. of Bus. Operations:** \_\_\_\_\_

**VP of Business Services:** [Signature] 2/25/25

Entered by: BT925 JS 2/26/25

### Budget Transfer Form

Dollar Amount \$500

From what Budget Account 01 40200510 530900010 Object Code Description Center Of Business & PD : Other Contractual S

To what Budget Account 01 40200510 540900505 Other Materials & Supplies

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

Grant Accountant? Include Attachments: Yes  No

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
The department does not expect to spend the remaining \$1,744.12 in other Contractual Services during FY25.

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

Center for Business promotional materials needed for workshops, trainings, info sessions, etc.

**Required Signatures**

**Requestor** Signed by: Bianca Sola-Perkins 2/25/2025  
2280AED992194B5 DocuSigned by:

**Cost Center Manager** Signed by: Laura Fisher 2/25/2025  
18EE9453473B2B3 DocuSigned by:

**Associate Dean (If Applicable)** Signed by: Katie Kullo 2/25/2025  
9F9B072B41E945F DocuSigned by:

**Dean (If Applicable)** Signed by: Bianca Sola-Perkins 2/25/2025  
2280AED992194B5 DocuSigned by:

**Associate Vice President** Signed by: Paul Jensen 2/25/2025  
318C008BB1974DE DocuSigned by:

**Area Vice President** Signed by: Susan Campos 3/1/2025  
87D8745E0BA6449 DocuSigned by:

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 3/4/25

Entered by: B7935 73 3/4/25

Budget Transfer Form

Dollar Amount \$100

From what Budget Account 01 40200510 550100005 Object Code Description Center Of Business & PD : Meeting Expense

To what Budget Account 01 40200510 540900505 Other Materials & Supplies

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

Grant Accountant?  Yes  No **Include Attachments: Yes  No**

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Remaining meeting travel and expenses for FY25 are being covered by the NWTI grant.

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

Center for Business promotional materials are needed for workshops, trainings, info sessions, etc.

Required Signatures

<b>Requestor</b>	Signed by: <u>Bianca Sola-Perkins</u>	<u>2/25/2025</u>
<b>Cost Center Manager</b>	DocuSigned by: <u>Laura Fisher</u>	<u>2/25/2025</u>
<b>Associate Dean (If Applicable)</b>	DocuSigned by: <u>Katie Kullo</u>	<u>2/25/2025</u>
<b>Dean (If Applicable)</b>	Signed by: <u>Bianca Sola-Perkins</u>	<u>2/26/2025</u>
<b>Associate Vice President</b>	Signed by: <u>Paul Jensen</u>	<u>2/26/2025</u>
<b>Area Vice President</b>	Signed by: <u>Susan Campos</u>	<u>2/26/2025</u>

**BUSINESS OFFICE APPROVALS**

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *MP*

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *CR*

VP of Business Services: \_\_\_\_\_ *Susan 2/25/25*

Entered by: B7930 JS 2/25/25

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$7100</u>	<b>Object Code Description</b>
<b>From what Budget Account</b>	<u>01 - 40800510 - 530900010</u>	<u>Dean Continuing Education - Other Contractual</u>
<b>To what Budget Account</b>	<u>01 - 40100520 - 550100005</u>	<u>Lifelong Learning - Meeting Expense</u>
<b>Is this a Grant?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>*If you are submitting a grant transfer, the following statement must appear in the Rationale:</b> "This is an allowable transfer under the (name of grant) guidelines"	
<b>Grant Accountant?</b>	<b>Include Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**Rationale:**  
**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 No additional contractual services (out of the Dean's line) are needed during FY25.

**Explain specifically why additional funds are needed in the receiving account:**  
 Additional funds are needed in Meeting Expenses to cover catering for the various College for Kids camps happening during Spring Break and the summer (total of four weeks). The college is being reimbursed for these expenses by School District 97 and CBO Friday Night Place.

**Required Signatures**

<b>Requestor</b>	<u>Signed by: Bianca Sola-Perkins</u>	3/13/2025
<b>Cost Center Manager</b>	<u>Signed by: Bianca Sola-Perkins</u>	3/13/2025
<b>Associate Dean (if Applicable)</b>	<u>Signed by: Katie Kullo</u>	3/13/2025
<b>Dean (if Applicable)</b>	<u>Signed by: Bianca Sola-Perkins</u>	3/13/2025
<b>Associate Vice President</b>	<u>Signed by: Paul Jensen</u>	3/13/2025
<b>Area Vice President</b>	<u>Signed by: Susan Campos</u>	3/14/2025

**BUSINESS OFFICE APPROVALS**

<b>Grant Accountant:</b> _____	
<b>Asst. Director of Finance</b> _____	
<b>Exec. Director of Finance:</b> _____ <i>Ar</i>	<b>Entered by:</b> <u>B7954</u> JB 3.17.25
<b>Exec. Dir. of Bus. Operations:</b> _____ <i>CR</i>	
<b>VP of Business Services:</b> _____ <i>SS</i> 3/17/25	

**Budget Transfer Form**

Dollar Amount \$7,000

From what Budget Account 01 - 80100510 - 540900505 Object Code Description VP Student Affairs: Other materials & supplies

To what Budget Account 01 - 80100510 - 530900010 Object Code Description VP Student Affairs: other contractual services

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

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes [ ] No [X]

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 The current budget line for other materials and supplies will not be expended due to the FY26 budget deadline. A portion of the funds are being transferred to cover the cost to the Transferology Invoice.

**Explain specifically why additional funds are needed in the receiving account:**  
 Funds are needed to cover the transferology invoice, a service that provides students with a valuable service for assessing course transferability. The invoice total cost \$6,700.

**Required Signatures**

**Requestor** *Inette Perry* 3/3/2025  
Signed by: 280850224184ED

**Cost Center Manager** *Jodi Koslow Martin* 3/3/2025  
Signed by: 777088404141FC

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** *Paul Jensen* 3/3/2025  
Signed by: 8151000201174DE

**Area Vice President** *Susan Campos* 3/18/2025  
Signed by: 8700745E08A2644

**BUSINESS OFFICE APPROVALS**

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance:** \_\_\_\_\_

**Exec. Director of Finance:** *[Signature]*

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

**VP of Business Services:** *[Signature]* 3/18/25

**Entered by:** B7962 TB 3-19-25



### Budget Transfer Form

**Dollar Amount**                     \$25                    

**From what Budget Account** 01 80400520 540400015 **Object Code Description** Repair Materials & Supplies

**To what Budget Account** 01 80400520 580500010 **Object Code Description** Computer Equipment >5k

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

**Grant Accountant?** **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 funds originally budgeted for repair materials and supplies will be transferred to the equipment >5k cost center to purchase servers needed for end of life equipment.

**Explain specifically why additional funds are needed in the receiving account:**  
 we need an additional \$25 in equipment >5K to purchase the servers.

**Required Signatures**

**Requestor** Signed by: Sarah Gajdas 3/4/2025  
E1A04509B7E7417

**Cost Center Manager** Signed by: Michael Garrity 3/4/2025  
FBAABBF3D6CA490

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Signed by: Michael Garrity 3/4/2025  
FBAABBF3D6CA490

**Area Vice President** Signed by: Sean Sullivan 3/5/2025  
64222025TEC74X1

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** *[Signature]*

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

**VP of Business Services:** *[Signature]* 3/6/25

**Entered by:** B7945 23 3/6/25

### Budget Transfer Form

Dollar Amount \$68375

From what Budget Account 01 80400520 540901005 Object Code Description Computer Equipment <5K

To what Budget Account 01 80400520 580500010 Object Code Description Computer Equipment >5k

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

Grant Accountant? 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 cost of the servers we are purchasing are over \$5,000 each so we need to transfer the funds from <5K to >5K.

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

The funds are needed to cover the cost of the servers that are over \$5,000 each.

**Required Signatures**

Requestor Sarah Gajdas 3/4/2025  
Signed by: E1A0456997E7417...

Cost Center Manager Michael Garrity 3/4/2025  
Signed by: FBAABF3DBCA490...

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_

Associate Vice President Michael Garrity 3/4/2025  
Signed by: FBAABF3DBCA490...

Area Vice President Sean Sullivan 3/5/2025  
Signed by: 642220251EC74A1...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: \_\_\_\_\_ 3/6/25

Entered by: B7946 JB 3/6/25

### Budget Transfer Form

Dollar Amount \$13,342.00

			<b>Object Code Description</b>	
<b>From what Budget Account</b>	02	70400510	530400010	Maintenance Services
<b>To what Budget Account</b>	02	70400510	540900505	Other Materials & Supplies

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

Grant Accountant?  Yes  No

**Rationale:**

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

Funds requested for transfer, in the amount of \$13,342.00, are available in 02-70400510-530400010 (Maintenance Services) and will not be utilized by the Department as there are no anticipated expenses for Maintenance Services for the remainder of the fiscal year. Funds totaling \$1,000.74, will remain in Maintenance Services for emergency purposes in the event any unforeseen services are required.

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

A budget transfer, in the amount of \$13,342.00, is being requested in 02-70400510-540900505 (Other Materials & Supplies) to cover any future expenses made by the Police Department. The remaining budget, in the amount of \$570.78, in other Materials & Supplies is not a sufficient amount to safely cover the Department's anticipated expenses for the remaining fiscal year.

**Required Signatures**

**Requestor** Signed by: Andrew Morales 2/24/2025  
BA7E47F1EA94460...

**Cost Center Manager** Signed by: Andrew Morales 2/24/2025  
BA7E47F1EA94460...

**Associate Dean (if Applicable)** \_\_\_\_\_

**Dean (if Applicable)** \_\_\_\_\_

**Associate Vice President** Signed by: Colleen Rockafellow 2/24/2025  
B57C58A0F3451E1...

**Area Vice President** Signed by: Sean Sullivan 2/24/2025  
B4222625TEC74A1...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: [Signature] 2/25/25

Entered by: BT926-73 2/24/25

### Budget Transfer Form

Dollar Amount

\$10,000

From what Budget Account

05 - 60401010 - 550300005

Object Code Description

Baseball: Out of State Travel

To what Budget Account

05 - 60400505 - 550300005

Athletics: Out of State Travel

Is this a Grant?  
Yes  No

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

Grant Accountant?

Include Attachments: Yes  No

**Rationale:**

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

The budgeted funds for charter bus payments are no longer needed, as they will be transferred and reimbursed for these expenses.

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

Reimbursement for charter bus charges.

**Required Signatures**

Requestor

Signed by: Yara Hernandez 3/18/2025  
6F18918718D0454

Cost Center Manager

DocuSigned by: Garrick Abeyetian 3/18/2025  
8AB75088A81C464

Associate Dean (if Applicable)

\_\_\_\_\_

Dean (if Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Colleen Rockafellow 3/18/2025  
857C8AA1-3854E1...

Area Vice President

Signed by: Sean Sullivan 3/20/2025  
642220251E74A1...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: [Signature] 2/24/20

Entered by: [Signature] B7967 73 324.25

### Budget Transfer Form

Dollar Amount

\$2.24

From what Budget Account

06 10105050 540100210

Object Code Description

Visual Communications instructional supplies

To what Budget Account

06 10405003 540100210

STN-PERKINS-Health Career instructional supplies

*pd*

Is this a Grant?  
Yes  No

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

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

Grant Accountant? 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:

Perkins activities are completed and funds are available to be transferred to remaining activities. This is an allowable transfer under the Perkins guidelines.

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

Available funds can be applied to remaining FY25 Perkins grants activities. This is an allowable transfer under the Perkins guidelines.

#### Required Signatures

Requestor

Signed by: Anthony Riley 3/14/2025  
40FB501B5788407...

Cost Center Manager

Signed by: Paul Jensen 3/14/2025  
815C0088B1974DE...

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Paul Jensen 3/14/2025  
815C0088B1974DE...

Area Vice President

Signed by: Susan Campos 3/18/2025  
87D06745E0BA8449...

#### BUSINESS OFFICE APPROVALS

Grant Accountant: gc 3-19-25

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

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

Entered by: B7909 JB 3-24-25

VP of Business Services: [Signature] 3/24/25



### Budget Transfer Form

**Dollar Amount** \$1061.45

**From what Budget Account** 06 - 10605001 - 540600005 **Object Code Description** State Performance Grant : Publication & Dues

**To what Budget Account** 06 - 10605001 - 550100005 **Object Code Description** State Performance Grant : Meeting Expense

Initial  **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:**  
There was an oversight in budget allocation, and funds are not required for FY25 in this budget line.

**Explain specifically why additional funds are needed in the receiving account:**  
There was an oversight in budget allocation, and funds are needed for budgeted expenses for FY25 in this line.

**Required Signatures**

**Requestor** *Zelda M Fudette* 2/25/2025  
Signed by: 48FB210273504F6...

**Cost Center Manager** *Gregg Bergau* 2/25/2025  
Signed by: B06C52CT0058489...

**Associate Dean (if Applicable)** \_\_\_\_\_

**Dean (if Applicable)** \_\_\_\_\_

**Associate Vice President** *Paul Jensen* 2/25/2025  
Signed by: #15C0088B919740E...

**Area Vice President** *Susan Campos* 3/1/2025  
Signed by: #7DB745E0BA849...

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** *SB*

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

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

**VP of Business Services:** *SM 2/4/25*

**Entered by:** B7937 JS 3/4/25

### Budget Transfer Form

Dollar Amount

\$4565.56

From what Budget Account

06 - 20805008 - 550200005

Object Code Description

Perkins Coordinator in state travel

To what Budget Account

06 - 10405003 - 540100210

STN-PERKINS-Health Career instructional support

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:**

Perkins activities are completed and funds are available to be transferred to remaining activities. This is an allowable transfer under the Perkins guidelines.

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

Additional funds are needed to support the completion of remaining activities. This is an allowable transfer under the Perkins guidelines.

**Required Signatures**

Requestor

Signed by: Anthony Riley 3/14/2025  
48F8501E5788407

Cost Center Manager

Signed by: Paul Jensen 3/14/2025  
819C0068819740E

Associate Dean (if Applicable)

\_\_\_\_\_

Dean (if Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Paul Jensen 3/14/2025  
819C0068819740E

Area Vice President

Signed by: Susan Campos 3/14/2025  
870B745E08A8449

### BUSINESS OFFICE APPROVALS

Grant Accountant: gc 3-17-25

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: [Signature] 3/18/25

VP of Business Services: [Signature]

Entered by: B7963 JB 3-19-25

### Budget Transfer Form

Dollar Amount

\$ 492.03

From what Budget Account

06 - 20905033 - 540900505

Object Code Description

Biotechnology other materials and supplies

To what Budget Account

06 - 10405003 - 540100210

STN-PERKINS-Health Career instructional suppl

Initial  
pD

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? Gianna Colella

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:**

Perkins activities are completed and funds are available to be transferred to remaining activities. This is an allowable transfer under the Perkins guidelines.

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

Available funds can be applied to remaining FY25 Perkins grants activities. This is an allowable transfer under the Perkins guidelines.

**Required Signatures**

Requestor

Signed by: Anthony Riley 3/14/2025  
48PB50189784407

Cost Center Manager

Signed by: Paul Jensen 3/14/2025  
815C0068B1974DE

Associate Dean (if Applicable)

\_\_\_\_\_

Dean (if Applicable)

Signed by: \_\_\_\_\_ 3/14/2025

Associate Vice President

Signed by: Paul Jensen 3/14/2025  
815C0068B1974DE

Area Vice President

Signed by: Susan Campos 3/14/2025  
87D6745E0BA6449

### BUSINESS OFFICE APPROVALS

Grant Accountant: gc 3-17-25

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: CR

Entered by: 1579624 75 3-19-25

VP of Business Services: [Signature] 3/18/25

### Budget Transfer Form

Dollar Amount \$1700

From what Budget Account 06 - 20905056 - 550100005 Object Code Description Early College meeting expense

To what Budget Account 06 - 10405003 - 540100210 STN-PERKINS-Health Career instructional supp

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

Grant Accountant? 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:**  
Perkins activities are completed and funds are available to be transferred to remaining activities. This is an allowable transfer under the Perkins guidelines.

**Explain specifically why additional funds are needed in the receiving account:**  
Available funds can be applied to remaining FY25 Perkins grants activities. This is an allowable transfer under the Perkins guidelines.

**Required Signatures**

**Requestor** Anthony Riley 3/14/2025  
42F850185788407

**Cost Center Manager** Paul Jensen 3/14/2025  
815C006BB19740E

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Paul Jensen 3/14/2025  
815C006BB19740E

**Area Vice President** Susan Campos 3/18/2025  
8708745E0BA6449

**BUSINESS OFFICE APPROVALS**

Grant Accountant: gc 3-19-25

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: CF

VP of Business Services: [Signature] 3/24/25

Entered by: B7970 JS 3-24-25

### Budget Transfer Form

Dollar Amount \$5275.18

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

To what Budget Account 06 10405003 540100210 STN-PERKINS-Health Career instructional suppl

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:  
Perkins activities are completed and funds are available to be transferred to remaining activities. This is an allowable transfer under the Perkins guidelines.

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

Available funds can be applied to remaining FY25 Perkins grants activities. This is an allowable transfer under the Perkins guidelines.

**Required Signatures**

**Requestor** Anthony Riley 3/14/2025  
Signed by: 48F850185788407

**Cost Center Manager** Paul Jensen 3/14/2025  
Signed by: 815C0068B1974DE

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Paul Jensen 3/14/2025  
Signed by: 815C0068B1974DE

**Area Vice President** Susan Campos 3/18/2025  
Signed by: 87D8745E0BA0449

**BUSINESS OFFICE APPROVALS**

Grant Accountant: gc 3-19-25

Asst. Director of Finance: SL

Exec. Director of Finance: NR

Exec. Dir. of Bus. Operations: CR

VP of Business Services: Rob 3/24/25

Entered by: B 7 971 73 3/24/25

### Budget Transfer Form

Dollar Amount \$961.62

		<b>Object Code Description</b>	
<b>From what Budget Account</b>	06 - 30205007 - 550300005	Career Services Out of State travel	
<b>To what Budget Account</b>	06 - 10405003 - 540100210	STN-PERKINS-Health Career instructional support	

Initial **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? 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:**  
 Perkins activities are completed and funds are available to be transferred to remaining activities. This is an allowable transfer under the Perkins guidelines.

**Explain specifically why additional funds are needed in the receiving account:**  
 Available funds can be applied to remaining FY25 Perkins grants activities. This is an allowable transfer under the Perkins guidelines.

#### Required Signatures

<b>Requestor</b>	<small>Signed by:</small> <u>Anthony Riley</u>	3/14/2025
<b>Cost Center Manager</b>	<small>Signed by:</small> <u>Paul Jensen</u>	3/14/2025
<b>Associate Dean (If Applicable)</b>	_____	
<b>Dean (If Applicable)</b>	_____	
<b>Associate Vice President</b>	<small>Signed by:</small> <u>Paul Jensen</u>	3/14/2025
<b>Area Vice President</b>	<small>Signed by:</small> <u>Susan Campos</u>	3/14/2025

#### BUSINESS OFFICE APPROVALS

**Grant Accountant:** gc 3-17-25  
**Asst. Director of Finance:** [Signature]  
**Exec. Director of Finance:** [Signature]  
**Exec. Dir. of Bus. Operations:** [Signature]  
**VP of Business Services:** [Signature] 3/18/25  
**Entered by:** B7945 JB 3-19-25

### Budget Transfer Form

**Dollar Amount** \$1737.12

<b>From what Budget Account</b>	<u>06</u>	<u>30205008</u>	<u>550200005</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>Object Code Description</b>
							<u>Access &amp; Equity Dual Credit Travel In State</u>
<b>To what Budget Account</b>	<u>06</u>	<u>30205008</u>	<u>540100110</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>Access &amp; Equity Dual Credit office Supplies</u>

**Is this a Grant?**  Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale:

Initial PD **Grant Accountant?** Gianna Colella **Include Attachments:** Yes  No

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

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Remaining required travel through the end of the grant has been accounted for and overage is available for transfer. This is an allowable transfer under the ICCB Access and Equity in Dual Credit grant.

**Explain specifically why additional funds are needed in the receiving account:**  
 Additional funds are needed in order to complete the required trainings indicated in the grant.

**Required Signatures**

<b>Requestor</b>	<u>Signed by: Alexandria Terrazas</u>	<u>2/24/2025</u>
<b>Cost Center Manager</b>	<u>Signed by: Alexandria Terrazas</u>	<u>2/24/2025</u>
<b>Associate Dean (If Applicable)</b>		
<b>Dean (If Applicable)</b>	<u>Signed by: Alexandria Terrazas</u>	<u>2/24/2025</u>
<b>Associate Vice President</b>	<u>Signed by: Paul Jensen</u>	<u>2/24/2025</u>
<b>Area Vice President</b>	<u>Signed by: Susan Campos</u>	<u>3/1/2025</u>

**BUSINESS OFFICE APPROVALS**

**Grant Accountant:** gc 3-4-25

**Asst. Director of Finance:** gpa 3-4-25

**Exec. Director of Finance:** \_\_\_\_\_

**Exec. Dir. of Bus. Operations:** OL

**VP of Business Services:** Sus 3/4/25

**Entered by:** B7942 B 3/5/25

### Budget Transfer Form

Dollar Amount

\$475.20

Object Code Description

From what Budget Account

06 30205008 550300005

Access & Equity Dual Credit Travel out of sta

To what Budget Account

06-30205008-540100110-Access & Equity Dual Credit Office Supplies

Initial  
PD

Is this a Grant?  
Yes  No

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

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

Grant Accountant? 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:**

Remaining required out of state travel through the end of the grant has been accounted for and overage is available for transfer. This is an allowable transfer under the ICCB Access and Equity in Dual Credit grant.

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

Additional funds are needed in order to complete the required trainings indicated in the grant.

**Required Signatures**

Requestor

Signed by: Alexandria Terrazas 2/24/2025  
33FF099620514EA

Cost Center Manager

Signed by: Alexandria Terrazas 2/24/2025  
33FF099620514EA

Associate Dean (if Applicable)

Signed by: \_\_\_\_\_ 2/24/2025

Dean (if Applicable)

Signed by: Alexandria Terrazas 2/24/2025  
33FF099620514EA

Associate Vice President

Signed by: Paul Jensen 2/24/2025  
815C008B1974DE

Area Vice President

Signed by: Susan Campos 3/1/2025  
87DB745E0BAC49

### BUSINESS OFFICE APPROVALS

Grant Accountant: gc 3-4-25

Asst. Director of Finance: gjm 3-4-25

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: CR

Entered by: B7941 733/5/25

VP of Business Services: [Signature] 3/4/25

### Budget Transfer Form

Dollar Amount \$400

Object Code Description

From what Budget Account 06 40405001 530900010 CNS-RSVP 4/24-3/25:Other Contractual Services

To what Budget Account 06 40405001 550200005 CNS-RSVP 4/24-3/25:Travel-In-State

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? 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:**

The money budgeted for this line item is no longer needed as it was intended to be used for background checks of new employees paid by the grant. Since there were no new employees hired during this fiscal year, the money is no longer needed.

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

The money transferred to this line (in-state travel) will be used for volunteer mileage reimbursement, which is allowable per the AmeriCorps RSVP grant.

**Required Signatures**

**Requestor** Mario Porras 2/24/2025  
Signed by: 569E06290542457

**Cost Center Manager** Mario Porras 2/24/2025  
Signed by: 569E06290542457

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** Bianca Sola-Perkins 2/26/2025  
Signed by: 2280AEB982194B3

**Associate Vice President** Paul Jensen 2/26/2025  
Signed by: 215C008819740E

**Area Vice President** Susan Campos 2/26/2025  
Signed by: 87D8745E08A0449

**BUSINESS OFFICE APPROVALS**

Grant Accountant: gc 2-27-25

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: AL

VP of Business Services: [Signature] 2/28/25

Entered by: B7929 JB 2/25/25

### Budget Transfer Form

**Dollar Amount** \$16.80

**From what Budget Account** 06 40405001 540100110 **Object Code Description** CNS-RSVP 4/24-3/25: Office Supplies

**To what Budget Account** 06 40405001 550200005 **Object Code Description** CNS-RSVP 4/24-3/25: Travel - In State

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

**Grant Accountant?** 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:**  
 Since the grant fiscal year ends on March 31, 2025, no more supplies will be needed during this period.

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

Money being transferred from "Office Supplies" to "Travel in-state" will accommodate mileage reimbursement for volunteers, which has risen from last year due to an increase in enrollment (into the program). This is an allowable transfer and expense per the AmeriCorps Seniors RSVP grant.

**Required Signatures**

**Requestor** Signed by: Mario Porras 3/7/2025  
569E68298542457

**Cost Center Manager** Signed by: Mario Porras 3/7/2025  
569E68298542457

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** Signed by: Bianca Sola-Perkins 3/7/2025  
2280AE19821983

**Associate Vice President** Signed by: Paul Jensen 3/7/2025  
315C08811974DE

**Area Vice President** Signed by: Susan Campos 3/7/2025  
87D8745E08A8449

**BUSINESS OFFICE APPROVALS**

**Grant Accountant:** gc 3-10-25

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

**Exec. Dir. of Bus. Operations:** \_\_\_\_\_

**VP of Business Services:** SS 3/17/25

**Entered by:** B 7957 B 3.17.25

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$125</u>	
<b>From what Budget Account</b>	<u>06 40405001 540600005</u>	<b>Object Code Description</b> <u>CNS-RSVP 4/24-3/25: Publication &amp; Dues</u>
<b>To what Budget Account</b>	<u>06 40405001 550200005</u>	<u>CNS-RSVP 4/24-3/25: Travel - In State</u>
<p><b>Is this a Grant?</b>      <b>*If you are submitting a grant transfer, the following statement must appear in the Rationale:</b>                  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>      <b>"This is an allowable transfer under the (name of grant) guidelines"</b></p>		
<p><b>Grant Accountant?</b> <u>Gianna Colella</u></p>		<p><b>Include Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>

**Rationale:**

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

All membership dues have been paid for this fiscal year.

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

Funds from the "Publication & Dues" line will be transferred to "Travel In-State" to accommodate the mileage reimbursement for volunteers, which is higher this year due to increased enrollment (into the program). This is an allowable transfer and expense per the AmeriCorps Seniors RSVP grant.

**Required Signatures**

<b>Requestor</b>	<u>Signed by: Mario Porras</u>	<u>3/7/2025</u>
<b>Cost Center Manager</b>	<u>Signed by: Mario Porras</u>	<u>3/7/2025</u>
<b>Associate Dean (if Applicable)</b>		
<b>Dean (if Applicable)</b>	<u>Signed by: Bianca Sola-Perkins</u>	<u>3/7/2025</u>
<b>Associate Vice President</b>	<u>Signed by: Paul Jensen</u>	<u>3/7/2025</u>
<b>Area Vice President</b>	<u>Signed by: Susan Campos</u>	<u>3/7/2025</u>

### BUSINESS OFFICE APPROVALS

<b>Grant Accountant:</b>	<u>gc</u>	<u>3-10-25</u>
<b>Asst. Director of Finance</b>	<u>[Signature]</u>	
<b>Exec. Director of Finance</b>	<u>[Signature]</u>	
<b>Exec. Dir. of Bus. Operations:</b>	<u>CR</u>	
<b>VP of Business Services:</b>	<u>[Signature]</u>	<u>3/17/25</u>

**Entered by:** B7958 73 3-17-25

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17198

**SUBJECT: PRESERVATION SERVICES, INC. VENDOR LIMIT INCREASE**

**RECOMMENDATION:** That the Board of Trustees approve an FY25 vendor limit increase to \$50,000 for Preservation Services, Inc..

**RATIONALE:** Preservation Services, Inc. performs roofing repairs at the College. As roof systems throughout campus age, more repairs are required to maintain the integrity of the roofing systems. This limit increase covers all roof repairs already undertaken and allows for us to \$40,000 in additional roof repairs. This is allowable per the Illinois Public Community College Act 110 ILCS 805/3-27.1 (j) contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility.

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*Sean Sullivan*

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

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**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 April 22, 2025

ACTION EXHIBIT NO. 17199

**SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF  
FINAL PAYMENT FOR THE HEAT PUMP REPLACEMENT  
BUILDING T PROJECT**

**RECOMMENDATION:** That the Board of Trustees approve the Certificate of Final  
Completion and Final Payment Application of \$12,850.00 for the Heat Pump Replacement  
Building T Project. The total project cost was \$128,500.00.

**RATIONALE:** Operations and Maintenance has reviewed the Certificate of Final Completion,  
Final Waiver of Lien, and recommends the Final Payment Application. The original total  
contract amount was \$152,350.00; the final project amount was \$128,500.00. The project came  
in \$23,850.00 below budget.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Tracy Jennings**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No

# Certificate of Final Acceptance

**Project:**  
Heat Pumps Replacements  
Building T  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171

**Architect:** ARCON Associates, Inc

**Contractor:**  
Oak Brook Mechanical Services, Inc.  
  
961 South Route 83  
  
Elmhurst, Illinois 60126

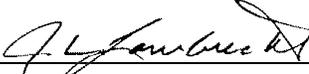
**Contract Date:** 5/23/2024

**Date of Issuance:** 3/24/2025

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

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

## SIGNATURES

<b>Contractor</b>	Oak Brook Mechanical Services, Inc.	By <u></u> Kevin Sullivan	Date <u>3/25/2025</u>
<b>Architect</b>	ARCON Associates, Inc.	By <u></u> Gaspare Pitrello	Date <u>3/25/2025</u>
<b>Owner</b>	Triton College	By <u></u> John Lambrecht	Date <u>3/26/2025</u>
<b>Owner</b>	Triton College	By _____ Mark R. Stephens Board Chairman	Date _____

# APPLICATION FOR PAYMENT

CAP702  
Page: 1 of 2

**To:**

Triton College  
2000 N. Fifth Avenue  
River Grove, IL 60171

**PROJECT:**

C35137  
Triton College -200 North Fifth Ave  
Heat Pump Replacemnt BLDG T  
River Grove, IL 60171

**From Contractor:**

Oak Brook Mechanical Services, Inc.  
961 S Route 83  
Elmhurst, IL 60126

**VIA ARCHITECT:**

Arcon Associates, Inc  
2050 S. Finley Road  
Suite 40  
Lombard, IL 60148

**CONTRACT FOR:**

Application No.: Application Date: Period To: Contract Date:

2 FEB 28, 2025 FEB 28, 2025 MAY 23, 2024

Project Nos: 23149

Distribution List:  Owner  Construction Mgr  
 Architect  Field  
 Contractor  Other

## Contractor's Application for Payment

Application is made for payment as shown below, with attached Continuation Sheet.

- 1. Original Contract Amount: \$ 152,350.00
- 2. Net of Change Orders: \$ -23,850.00
- 3. Net Amount of Contract: \$ 128,500.00
- 4. Total Completed & Stored to Date: \$ 128,500.00
- 5. Retainage Summary:
  - a. 0.00 % of Completed Work \$ 0.00
  - b. 0.00 % of Stored Material \$ 0.00
  - Total Retainage: \$ 0.00
- 6. Total Completed Less Retainage: \$ 128,500.00
- 7. Less Previous Applications: \$ 115,650.00

8. Current Payment Due, This Application: \$ 12,850.00

9. Contract Balance (Including Retainage): \$ 0.00

CHANGE ORDER Activity	Additions	Subtractions
Total previously approved:	0.00	0.00
Total approved this Month:	0.00	-23,850.00
Sub Totals:	0.00	-23,850.00
NET of Change Orders:	-23,850.00	

## CONTRACTOR'S CERTIFICATION:

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that all payments have been made for work on previous Applications for Payment and also that the Current Payment is Due.

(Authorizing Signature)

[Signature]  
Oak Brook Mechanical Services, Inc.

Date: FEB 28, 2025

State Authorized: Illinois  
County of: Dupage

Subscribed and sworn to before  
me this 28th day of February, 2025

Notary Public: [Signature]  
My Commission expires: April 30, 2026



## ARCHITECT'S CERTIFICATION:

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

AMOUNT CERTIFIED:

\$12,850.00

[Signature]  
(Architect's Signature)

Date: Mar 17, 2025

[Signature]

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17200

**SUBJECT: HOURLY EMPLOYEE WAGE INCREASE**

**RECOMMENDATION:** That the Board of Trustees approve an hourly wage increase of \$0.50 per hour for all Non-Bargained For hourly employees that meet the following criteria:

- 1) Employee has held current position since before July 1, 2024;
- 2) Employee completes a time card;
- 3) Employee has not received an increase in their hourly wage since July 1, 2024;
- 4) Employee is not employed under an individual teaching contract with the college.

This hourly wage increase shall be effective July 1, 2025. At no time will an hourly employee's wage be less than the Board approved minimum starting wage for their position.

The average hourly rate is \$19.29. The estimated cost of the increase for FY26 is \$97,025.

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

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Tracy Jennings**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17201

**SUBJECT: AGREEMENT WITH MIDWEST ORTHOPEDICS AT RUSH**

**RECOMMENDATION:** That the Board of Trustees approve Cooperative Agreement with Midwest Orthopedics at Rush. The clinic will serve as a new observation site for students enrolled in the Continuing Education Physical Therapy and Sports Medicine Aide program. Students will schedule observation hours at this site based on personal availability and availability at the site location. While at the site, students will be held to professional expectations. This Agreement will be at no cost to the college.

**RATIONALE:** Approval of this Agreement will provide students with the opportunity to earn both practical experience in the field, as well as observation hours needed for successful completion of the Physical Therapy and Sports Medicine Aide certificate program.

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

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**Board Officers' Signatures Required:**

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

**COOPERATIVE AGREEMENT  
BETWEEN  
MIDWEST ORTHOPEDICS AT RUSH  
AND  
TRITON COLLEGE, DISTRICT #504, RIVER GROVE, ILLINOIS**

Agreement made by and between **Midwest Orthopedics at Rush**, hereinafter referred to as "Physical Therapy Clinic" and Community College District 504, commonly known as **Triton College**, hereinafter referred to as "**Triton**".

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

**I. GENERAL PROVISIONS:**

- A. This affiliation is for the sole and limited purpose of providing clinical training in the Physical Therapy Aide Program (the "Program") to students enrolled at Triton under the auspices of the Physical Therapy Clinic.
- B. Nothing herein shall be deemed to create any association, partnership, or joint venture between Physical Therapy Clinic and Triton.
- C. Students or trainees enrolled at Triton who participate in this program at Physical Therapy Clinic 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 Physical Therapy Clinic or faculty and Physical Therapy Clinic, and such students and faculty are not to be considered as employees of Physical Therapy Clinic for any purpose, and are not entitled to any of the benefits that accrue to or are provided by Physical Therapy Clinic to its employees, including the accrual of tenure at Triton.
- D. No participant 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. Each party certifies that it is an equal opportunity employer.
- 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 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 Physical Therapy Clinic upon request.

Physical Therapy Clinic 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 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. Physical Therapy Clinic will provide proof of insurance to Triton College and shall include a blanket additional insured endorsement naming Triton College.

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

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

## **II. PHYSICAL THERAPY CLINIC SHALL:**

- A. Maintain the standards required for approval and/or accreditation for the educational program(s) and provide all requested documentation or certifications as required for Triton to maintain the necessary accreditation.
- 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 students may hold discussions and receive clinical instruction;

3. Supplies and equipment commonly available for patient care, and sources of information for educational purposes;
- 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 Physical Therapy Clinic in matters related to Program.
- E. Assure that students, while performing as such, will not replace members of Physical Therapy Clinic staff.

**III. TRITON SHALL:**

- A. Assume responsibility for any necessary approval by the Illinois Community College Board or other accrediting agencies.
- B. Provide qualified faculty members, who are competent in physical therapy.
- C. Plan all clinical instruction, hours, days, and places of assignment in cooperation with the Physical Therapy Clinic.
- D. Be solely responsible for student grading and the assignment of grades and credits.
- E. Advise students of the requirement to observe policies, procedures, and other regulations imposed by Physical Therapy Clinic 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. Physical Therapy Clinic may resolve any problem situation in favor of the patients' welfare and restrict, limit, or end student involvement until any incident in question can be clarified by Physical Therapy Clinic 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 Physical Therapy Clinic.
- G. Comply with the removal of a student from Physical Therapy Clinic if after a conference it is the reasonable opinion of Physical Therapy Clinic that the student's performance or conduct is detrimental to patients or Physical Therapy Clinic personnel.

- H. Require students to carry proof of health insurance.

**IV. PHYSICAL THERAPY CLINIC AND TRITON COLLEGE 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 parties.
- B. This writing shall constitute the sole agreement between the parties and shall be authorized by the authorized agent of each party.
- 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. Physical Therapy Clinic assumes full responsibility for the payment of all federal, state and local taxes incurred by Physical Therapy Clinic 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. Physical Therapy Clinic 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. Physical Therapy Clinic certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
- M. If Physical Therapy Clinic has more than 25 employees, Physical Therapy Clinic 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 PHYSICAL THERAPY CLINIC SHALL BE SENT TO:**

Donna Williams, Director of Rehabilitation  
Midwest Orthopaedics at RUSH  
1611 W. Harrison St., Chicago, IL 60612

**NOTICES TO TRITON COLLEGE SHALL BE SENT TO:**

Bianca Sola-Perkins, Dean of Continuing Education  
Triton College  
2000 North Fifth Avenue  
River Grove, Illinois 60171

With a copy to:

Sarie Winner  
Winner Law  
2344 W Melrose St.  
Chicago, IL 60618

**MIDWEST ORTHOPEDICS AT RUSH:**

Mike Grzetic, SCCE, DPT

TITLE Michael Grzetic, Site Coordinator  
of Clinical Education

TITLE \_\_\_\_\_

DATE 3/5/2025

**FOR TRITON COLLEGE:**

TITLE Mark R. Stephens, Chairman

TITLE Tracy Jennings, Secretary

DATE \_\_\_\_\_

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

Meeting of April 22, 2025

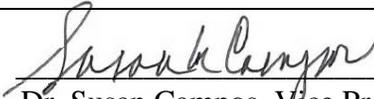
ACTION EXHIBIT NO. 17202

**SUBJECT: PURCHASE OF TRAINING AIDS FOR AUTOMOTIVE PROGRAM**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of one (1) High Voltage Battery Training Aid on a Trolley for \$10,570; one (1) CAN BUS Training Aid for \$14,213, and four (4) High Voltage Source Safe Disconnection Training Aids (\$2,713 each) totaling \$10,852. The total amount for all items plus the shipping and handling fees of \$4, 613 will be \$40,248. This purchase is fully funded by the FY2025 Electric Vehicle Rev Up Community College Initiative Grant – Round 3 at no cost to the college.

**RATIONALE:** Triton College is purchasing these training aids for the Automotive Department to provide hands-on learning experiences for students studying electric vehicle (EV) technology, automotive electronics, and high-voltage (HV) systems in a safe and controlled environment. A CAN BUS training aid is a type of equipment used to teach students how a high-speed electrical messaging works between control units and other devices on vehicles. Advance Technologies Consultants is the sole source for High Voltage Battery Training Aid on a Trolley, CAN BUS Training Aid, and High Voltage Source Safe Disconnection Training Aid.

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

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**Board Officers' Signatures Required:**

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



**advanced  
technologies**  
*consultants*

*Prices valid for 60 days*  
44800 Helm St.  
Plymouth, MI 48170  
800-348-8447 | [www.atctrain.com](http://www.atctrain.com)

*Presented to:* Mohsin Habeeb  
Triton Community College  
2000 5th Ave  
River Grove, IL 60171  
[mohsinhabeeb@triton.edu](mailto:mohsinhabeeb@triton.edu)

2/28/2025  
KC Reynolds  
(517) 614-4159  
[kcreynolds@atctrain.com](mailto:kcreynolds@atctrain.com)

<i>Terms</i>	<i>Project</i>	<i>Delivery</i>	<i>FOB Point</i>
Net 30	AutoEDU	6-8 Mos ARO	MI

<i>Item#</i>	<i>Qty</i>	<i>Description</i>	<i>Part#</i>	<i>Unit Cost</i>	<i>Extended</i>
1	1	High Voltage Battery Training Aid on a Trolley	HYBBAT01-TR	\$10,570.00	\$10,570.00
2	1	CAN BUS Training Aid	MSCAN01	\$14,213.00	\$14,213.00
3	4	High Voltage Source Safe Disconnection Training Aid	MSAE1020	\$2,713.00	\$10,852.00

<b>Sub-Total</b>	<b>\$35,635.00</b>
<b>Shipping &amp; Handling</b>	<b>\$4,613.00</b>
<b>Grand Total</b>	<b>\$40,248.00</b>

February 25, 2025

To Whom It May Concern,

This letter is to serve as confirmation that Advanced Technologies Consultants, Inc (ATC) is the exclusive representative and sole source provider for AutoEDU in Illinois. EdTech Global LLC has the exclusive distribution rights for North America and has contracted ATC for sales in the state of Illinois.

AutoEDU has a unique range of products that are sold in over 100 countries. AutoEDU is the creator of the training aids and has full ownership of its products.

If you have any questions regarding AutoEDU or its distribution in Illinois, please email me at [thomas@edtechglobal.com](mailto:thomas@edtechglobal.com).

Yours sincerely,



Thomas Snyder  
Managing Director

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17203

**SUBJECT: PURCHASE OF ACCUPLACER UNITS FOR PLACEMENT TESTING**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of up to 18,000 ACCUPLACER placement testing units for new and continuing students. The ACCUPLACER units will be purchased at a cost of \$1.95 per unit. The total cost for FY2025 will not exceed \$35,100.

**RATIONALE:** The ACCUPLACER placement exam, developed by the College Board is used to assess new and continuing students for placement into English and Mathematics courses, as well as those courses with related prerequisites. As an electronic online assessment, ACCUPLACER is exempt from the state bidding statute as computer software. The College Board is the sole source for this assessment tool. As of 3/3/25, Triton has purchased \$24,960 in ACCUPLACER units (12,800 units @ \$1.95 per unit). The purchase of additional units will allow Triton to continue to administer placement tests for a variety of programs and purposes, including placement test requirements and retest opportunities for new and returning students, early college programs, and the Local 399 FET program.

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**Submitted to Board by:**



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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Board Chairman

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**Tracy Jennings**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17204

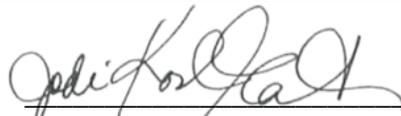
**SUBJECT: STUDENT COMMUNITY EMPLOYMENT EXPERIENCE WITH  
RIVER GROVE PUBLIC LIBRARY**

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

**RATIONALE:** The S.E.E.D. program is a blended, competency-based education experience that teaches employability skills to neurodivergent individuals. The S.E.E.D. program requires once-a-week class meetings, one-to-one coaching sessions, and the completion of a 175-hour internship to complete the program and receive a certificate from Triton College's School of Continuing Education.

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**Submitted to Board by:**



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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Board Chairman**

---

**Tracy Jennings**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes  No

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

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

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

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

Employer Partner shall:

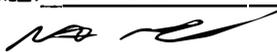
- Provide the student with a 125 or 175-hour on-site work experience from January, 2025 until December, 2025. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not discriminate based on race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Employer certifies that it is an equal opportunity employer, and maintains a sexual harassment and Drug-Free Workplace policy.

Triton shall:

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

**FOR EMPLOYER:**

**FOR TRITON COLLEGE, in an official capacity only:**

NAME: Scott Groth  


Mark R. Stephens, Board Chairman

TITLE: Director

Tracy Jennings, Secretary

DATE: 2/19/25

DATE: \_\_\_\_\_

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17205

**SUBJECT: AGREEMENT WITH SIGN LANGUAGE INTERPRETERS INC.**

**RECOMMENDATION:** That the Board of Trustees approve the revised Customer Rate Agreement (Exhibit A) with Sign Language Interpreters Inc. This addendum represents a continuation of the original Agreement, which was approved and initiated in June 2023. The revised Agreement includes an increase in the base hourly rate, from \$80 to \$88 per hour. The rate remains competitive and below that of comparable providers. Based on historical usage, the estimated annual cost for these services is approximately \$80,000.

**RATIONALE:** The College is required by the Americans with Disabilities Act to provide academic accommodations including Sign Language interpreting services for students and campus patrons whose communication mode is sign language.

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**Submitted to Board by:**



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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

**Tracy Jennings  
Secretary**

**Date**

Related forms requiring Board signature: Yes  No

**Exhibit A**  
**Sign Language Interpreters Inc**  
**2025 Interpreting Fee Schedule**

\*All rates are per interpreter, per assignment. Two-hour minimum for all assignments billed in 30 min increments.

<b>Base Rate</b>			
Standard Hours	Monday – Friday	8:00 am – 5:00pm	\$88.00/hr
Evening	Monday – Friday	5:01 pm – 7:59 am	\$100.00/hr
Weekends & *Holidays		Anytime	\$105.00/hr
<b>Differentials &amp; Specializations</b>			
Legal	Examples include encounters with attorneys, law enforcement, court mandated programs arbitration, hearings, Miranda Rights, Immigration & Naturalization process, depositions & trials		\$115.00/hr
Deaf-Blind	Serving Deafblind consumers using specialized training and skills		Base Rate + \$10/hr
Tri-Lingual	Tri-Lingual involving any 3 <sup>rd</sup> language in addition to English & ASL		Base Rate + \$10/hr
Livestream or Recorded Work	Recorded events, with interpreters featured. An hourly recording fee for each ASL interpreter is assessed based on total run time of recorded media		Base Rate + \$10/hr
Performance	Scripted live performances include paid prep time/ Rates determined by length and complexity & quoted prior to confirming services		Quote Required

<b>Timely Requests &amp; Untimely Cancellations – 48 hours (weekdays only excluding holidays)</b>	
Requests or Cancellations with less than 48 hr notice will incur a short notice fee or will be subject to cancellation policy. 48 hr notice applies to weekdays only Monday – Friday (excluding weekends and holidays) and must be received by SLII during business hours. Ex: An assignment for 9:00 am on Tuesday must be communicated prior to 9:00 am on the Friday before	
<b>Short Notice Requests</b> Requests made less than 48 hr in advance are considered confirmed and billable at the time of the request.	\$60.00
<b>Untimely Cancellations</b> Untimely cancellations of less than 48 hr in advance of assignment start time will be billed in full.	Base Rate & Differentials
<b>Travel Time – up to 3 hours</b> Assignments with less than 48 hr notice will include paid travel time. Travel time may also be requested for assignments that are of significant distance or on a case-by-case basis. You will be notified in advance if this is the case	Base Rate & Differentials
<b>Miscellaneous</b>	
Background Checks Customer required background checks will be billed at 1 hour and include mileage (IRS rate)	Base Rate + Mileage
Parking If free parking is unavailable, and paid parking becomes necessary, parking receipts will be submitted for reimbursement. Validation requirements must be conveyed prior	Reimbursed by receipt

\*Holidays include New Year’s Eve, New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, & Christmas Day.

Invoices are to be paid within 30 days of submission to avoid a penalty fee of 5% interest.

Triton College	2000 Fifth Ave. River Grove, IL 60171
Mark R. Stephens	Signature
Board Chairman	Date

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17206

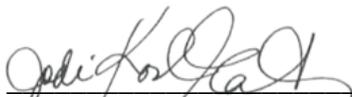
**SUBJECT: AGREEMENT WITH PARCHMENT LLC FOR  
DIPLOMA/CERTIFICATE SERVICES**

**RECOMMENDATION:** That the Board of Trustees approve an amended contract for diploma services with Parchment LLC. The original contract, approved by the Board on February 18, 2025, correctly specified a three-year term; however, it inaccurately listed the contract end date as June 30, 2027. The amended contract reflects the correct end date of February 17, 2028, which represents the full three-year term from the date of Board approval.

**RATIONALE:** Triton College will be able to have an accurate contract for diploma services, including paper and digital diplomas for students, at the agreed upon rate until February 17, 2028.

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Submitted to Board by:



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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Board Chairman

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**Tracy Jennings**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No



**Amendment #3 Between Triton College and Parchment LLC**

This Amendment #3 is made as of the date last signed below ("**Effective Date**"), by and between Triton College ("**Member**"), located at 2000 5th Ave., River Grove, Illinois 60171-1995, and Parchment LLC ("**Parchment**"), located at 7001 N. Scottsdale Road, Suite 1050, Scottsdale, AZ 85253.

- A. Member and Parchment entered into an agreement for the Parchment Award - Transcript Services (f/k/a Parchment Send), dated 09/26/2017, Amendment #1 dated 08/02/2021, Amendment #2 dated 05/21/2024 (collectively, the "**Agreement**").
- B. Member desires to add the Parchment Award services for print and digital diplomas and/or certificates as indicated herein (the "**Parchment Award Services**").
- C. Accordingly, Member and Parchment wish to amend the Agreement with the following terms. **The pricing and terms offered in this Amendment expire on 02/28/2025 if not executed by Member on or prior to such date.**

IN CONSIDERATION OF the Parties agreeing to amend their obligations in the Agreement, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, both Parties agree to keep, perform, and fulfill the promises, conditions and agreements held in the Agreement with the addition of the following amendment. The following terms and modifications are hereby agreed upon and incorporated as part of the Original Agreement:

**1. PARCHMENT AWARD - DIPLOMA AND CERTIFICATE SERVICES.**

1.1 As of the Effective Date, Member and Parchment agree to amend the Agreement to add the Parchment Award - Diploma and Certificate Services, subject to and governed by the Terms and Conditions of the Agreement and the Statement of Work attached hereto as Exhibit A incorporated herein by reference, and agrees to pay the fees as described and set forth in Exhibit A. The "Parchment Service" as defined and provided under the Agreement shall include the Parchment Award services for diplomas and/or certificates as described on Exhibit A.

Initial  
*JS*

TERM. The term of the Parchment Award - Diploma and Certificate Services provided to Member pursuant to this Amendment #3 to the Agreement will commence as of the Effective Date of this Amendment #3 and continue ~~for a period until June 30, 2027, to run concurrently with the Agreement~~ (the "**Award Services Term**"), at which point it will automatically renew for successive one (1) year terms unless either Party provides notice of its intent not to renew at least sixty (60) days prior to the end of the then-current term of this Amendment #3. The Terms and Conditions of the Agreement will survive and govern the Award Services provided under this Amendment #3 for the duration of the Award Services Term.

02/17/2028

2. All other terms, conditions, and fees in the Agreement shall remain unchanged and In full force and effect. In the event of a conflict between the Agreement and this Amendment #3, the terms of this Amendment #3 shall govern to the extent of the conflict. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Amendment #3 may be executed in digital counterparts, by an authorized agent in their official capacity only.

<b>Parchment LLC</b>	<b>Triton College</b>
Name: Austin	Name: Mark R. Stephens
Signature:  <small>Signed by: 888ABCA7115E467...</small>	Signature: 
Title: Manager, Deal Desk	Title: Board Chairman
Date: 03/24/2025	Date: 2-18-25

**EXHIBIT A**  
**STATEMENT OF WORK**  
**PARCHMENT AWARD SERVICES - DIPLOMA AND CERTIFICATE SERVICES SUBSCRIPTION**

Member agrees to order and subscribe to the Parchment Award Services identified and described in this Statement of Work, in accordance with the fees and payment terms set forth below. All fees are non-refundable, unless otherwise specified in the Terms and Conditions, including pre-paid subscription fees. The Parchment Services listed in this Statement of Work provide the features and functionality set forth in each Parchment Services description, as applicable, and available as Attachment 1.

**1. Annual Subscription Fee.**

**1.1 Parchment Award Services: Annual Subscription Fee.** Member shall pay an initial annual subscription fee of \$16,656.00, which covers the issuance of up to the annual volume of the Credential types set forth in the table below.

The annual subscription fee is non-refundable and the Diploma or Certificate provided pursuant to the subscription must be used up during each annual period during the Term. If the cumulative number of Diploma or Certificate requested during each annual period during the Term exceeds the foregoing Diploma or Certificate limit, Member will pay a per Diploma or Certificate fee at the rates set forth in the table for the overage for the remainder of the then-current subscription period, which will be invoiced by Parchment monthly in arrears. Prior to the end of each annual period during the Term of this Agreement, Member may adjust its annual subscription fee to reflect a new Request volume for the following annual period, upon mutual written agreement of the authorized agents of the Parties.

Member and Parchment agree to increase the Price Per Credential 5% year-over-year, such that the Annual Subscription Fee for future annual periods is as follows:

- Year 1: \$16,656.00
- Year 2: \$17,488.00
- Year 3: \$18,368.00

**1.2 Payment Terms.** Parchment will invoice Member for the Award Fee annually in advance following execution of this Agreement, and such invoiced amounts shall be due and payable within forty-five (45) days of receipt of the applicable invoice.

Credential Type	Credential Size	Annual Term Year	Delivery Method	Packaging	Price Per Credential	Annual Volume	Annual Subscription Fee
Diploma	9x7	Year One	Print to Student	9x12 Envelope	\$10.41	1000	\$10,410.00
Certificate	9x7	Year One	Print to Student	9x12 Envelope	\$10.41	600	\$6,246.00
<b>Year Two</b>							
Diploma	9x7	Year Two	Print to Student	9x12 Envelope	\$10.93	1000	\$10,930.00
Certificate	9x7	Year Two	Print to Student	9x12 Envelope	\$10.93	600	\$6,558.00
<b>Year Three</b>							

Diploma	9x7	Year Three	Print to Student	9x12 Envelope	\$11.48	1000	\$11,480.00
Certificate	9x7	Year Three	Print to Student	9x12 Envelope	\$11.48	600	\$6,888.00

2. **Implementation Fee.** Member shall pay an initial one-time Implementation fee of \$2,625.00 (the "**Implementation Fee**"), which covers initial product configuration and training, as well as the work to produce the masthead foil, seal, or graphic artwork for one (1) shell template for both Diploma and Certificate. Additional Diploma or Certificate shell templates will be subject to additional fees at a rate of \$2,625.00 per Diploma or Certificate shell template. Parchment will Invoice Member for the Implementation Fee following execution of this Agreement, which shall be due and payable within forty-five (45) days of receipt of the applicable invoice. Additional fees for additional Diploma or Certificate shells will be invoiced to Member following a written request by the Member's authorized agent for additional shell templates.

3. **Digital Issuance of Credentials.** For all Credential Types above, Parchment shall provide ability for Member to issue digital credentials directly to learner via email and optionally via SMS text message.

4. **Local Printing and Shipping.** For Credential Types with Delivery Method of "Local Print" in the table above, Parchment shall provide Member with the ability to view the diploma or certificate and student information that is provided by Member to Parchment following execution of this Agreement, for purposes of local printing and access to historical issuance data. Member may print the diploma or certificate locally using this functionality on Member's owned or designated equipment. Following execution of this Agreement, Parchment will deliver a one-time bulk shipment of diploma or certificate shells to cover the annual volume of diploma or certificate issued per year as set forth in the table above. For the avoidance of doubt, Parchment is not responsible for any Credential printing for Credential Types with Delivery Method of "Local Print" in this Agreement, and shall not be liable for any errors in the printed Credentials created by Member, for shipping the paper Credentials, or for lost or damaged paper Credentials. Pricing includes digital credential and annual volume of credential shells shipped to campus via FedEx.

5. **Print and Paper Delivery Services**

5.1 **Print to Student.** For Credential Types with Delivery Method "Print to Student" in the table above, following receipt of a valid recipient roster with all requested information, as set forth below, Parchment will process print and mail fulfillment of those Credentials within twenty-one (21) business days of the digital issuance. Parchment will prepare the printed diplomas and mail (via USPS or via other methods as selected by Member and subject to payment of additional fees as set forth in Exhibit A) the diplomas directly to the designated recipients using the contact information (including mailing address) provided to Parchment by Member. Pricing includes digital credential, printed credential, packaging, and standard USPS domestic shipping.

5.2 **Print to Campus.** For Credential Types with Delivery Method "Print to Campus" in the table above, following receipt of a valid recipient roster with all requested information, as set forth below, Parchment will process print and mail fulfillment of those Credentials within twenty-one (21) business days of the digital issuance. Parchment will prepare the printed diplomas and bulk mail (via FedEx) the diplomas directly to the mailing address provided to Parchment by Member. Pricing includes digital credential, print credential packed in a box, and FedEx ship-to-campus.

6. **Damaged Credentials.** For Credential Types with Delivery Method "Print to Student" in the table above, Parchment will replace up to one (1) printed Diploma or Certificate per Credential Owner at no additional cost in the event such printed credential is (i) reported in writing as "not received" after ten (10) business days by the recipient of the Credential to Parchment, or (ii) reported in writing as damaged or destroyed in transit by the recipient of the Credential to Parchment. Parchment will print and mail such replacement Credential within twenty-one (21) business days of receipt of such written notification.

7. **Optional Print and Shipping Fees** Where applicable, the Credential Owner or the Member may select optional additional print and mail fulfillment services for the additional fees as outlined below, which will be invoiced monthly in arrears to the Member if elected by the Member:

Optional Print and Shipping Fees	Description	Fees
FedEx Priority (optional)	US domestic or international	Set at Parchment's current rates at the time of request for FedEx fulfillment, which are currently: \$33.00 (domestic) \$60.00 (International)
USPS International (optional)	International Postage	Set at Parchment's current rates at the time of request for USPS International fulfillment, which are currently: 9x12 Envelope: \$7.18 12x15 Envelope: \$10.45 Cardboard Tube: \$19.50

**8. MEMBER OBLIGATIONS; COHORT DATA.**

8.1 Member agrees and acknowledges that it shall provide the reasonably requested cohort and roster information in a timely manner upon request by Parchment and from time to time during the Term as required for Parchment to perform the Parchment Services hereunder. The required roster information shall include: First Name, Last Name, DOB, and physical address. Member agrees to promptly provide any samples and design details or information reasonably requested by Parchment, including line art for creation of the seal die.

8.2 Member is responsible for and assumes the risk, responsibility, and expense of any liabilities resulting from the accuracy, quality, reliability, and legality of all requested cohort and roster data provided to Parchment by Member. Member acknowledges and agrees that it is responsible for the content of the diplomas and that Parchment will print and deliver the diplomas with the content provided to Parchment by Member. Accordingly, Parchment is not responsible for any inaccuracies in the Member-provided diploma, roster, and cohort data or the diploma content. Each Party agrees to comply with all applicable laws, including relevant privacy and data security laws, specifically including maintaining such information in compliance with the Family Education Rights and Privacy Act ("FERPA"), and in accordance with its obligations under the Agreement. Member represents and warrants to Parchment that it has all necessary or required consents and authorization to share the relevant cohort and roster data with Parchment as set forth herein.

8.3 Following completion of Member's upload of the cohort and roster data, Member will receive digital sample diplomas for review. Member can review the digital sample diplomas in their administrative access to the Service and issue the digital diplomas through the Service. Once the Member has reviewed and initiated the digital issuance of the diplomas, Member will be deemed to have approved and accepted the digital and print diplomas. If Member rejects the diplomas, Member will notify Parchment of any errors and Parchment will correct such errors in a commercially reasonable time period and at no additional cost to Member.

### Certificate Of Completion

Envelope Id: BAF07C36-6D59-42E4-A6CA-25F5797759CA  
 Subject: Instructure: Triton College New Contract Order Form  
 Source Envelope:  
 Document Pages: 5  
 Certificate Pages: 4  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Completed  
  
 Envelope Originator:  
 Austin Holden  
 6330 S 3000 E Ste 700  
 Salt Lake City, UT 84121  
 aholden@instructure.com  
 IP Address: 209.112.106.2

### Record Tracking

Status: Original  
 3/24/2025 5:51:13 PM

Holder: Austin Holden  
 aholden@instructure.com

Location: DocuSign

### Signer Events

Austin  
 orders@instructure.com  
 Manager, Deal Desk  
 Instructure, Inc.  
 Security Level: Email, Account Authentication  
 (None)

### Signature

Signed by:  
  
 888ABCA7115E467...  
  
 Signature Adoption: Drawn on Device  
 Using IP Address: 67.199.177.130

### Timestamp

Sent: 3/24/2025 6:05:10 PM  
 Viewed: 3/24/2025 6:06:07 PM  
 Signed: 3/24/2025 6:09:53 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/24/2025 6:06:07 PM  
 ID: 6b10b401-7461-4cfd-b3b9-a08bdb6abf2f

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

### Witness Events

### Signature

### Timestamp

### Notary Events

### Signature

### Timestamp

### Envelope Summary Events

### Status

### Timestamps

Event	Status	Timestamp
Envelope Sent	Hashed/Encrypted	3/24/2025 6:05:10 PM
Certified Delivered	Security Checked	3/24/2025 6:06:07 PM
Signing Complete	Security Checked	3/24/2025 6:09:53 PM
Completed	Security Checked	3/24/2025 6:09:53 PM

### Payment Events

### Status

### Timestamps

### Electronic Record and Signature Disclosure

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Instructure, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Instructure, Inc.:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ashley@instructure.com

**To advise Instructure, Inc. of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at ashley@instructure.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Instructure, Inc.**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Instructure, Inc.**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>• Allow per session cookies</li> <li>• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Instructure, Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Instructure, Inc. during the course of my relationship with you.

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17207

**SUBJECT: AGREEMENT WITH LAMAR FOR BILLBOARD ADVERTISING**

**RECOMMENDATION:** That the Board of Trustees approve the expenditure paid to Lamar for billboard advertising space on the Tristate (I-294), North Avenue and Mannheim Road. This Agreement will begin July 1, 2025 and run through June 28, 2026 at a cost not to exceed \$30,000.

**RATIONALE:** These billboard advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2026.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Chairman**

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**Tracy Jennings**  
**Secretary**

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**Date**

Related forms requiring Board signature: Yes  No



**CONTRACT # 4927143**

CONTRACTED DIRECTLY BY ADVERTISER	
Customer #	752713-0
Name	TRITON COLLEGE
Address	2000 5TH AVENUE
City/State/Zip	RIVER GROVE, IL 60171
Contact	Renee Swanberg
Email Address	reneeswanberg@triton.edu
Phone #	(708) 456-0300
Fax #	
P.O./ Reference #	
Advertiser/Product	TRITON COLLEGE
Campaign	Reservation: 41098596

Space										
# of Panels: 12								Billing Cycle: Monthly		
Panel # TAB ID	Market	Location	Illum	Media Type	Size	Misc	Service Dates	# Service Periods	Invest Per Period	Cost
70081 30441069	249-COOK COUNTY, IL	TRISTATE (I-294) E/S .5 MI N/O NORTH F/N	Yes	Digital Bulletin	20' 0" x 60' 0"		07/14/25-08/17/25	1	\$2,730.00	\$2,730.00
70082 30441070	249-COOK COUNTY, IL	TRISTATE (I-294) E/S .5 MI N/O NORTH F/S	Yes	Digital Bulletin	20' 0" x 60' 0"		07/14/25-08/17/25	1	\$2,730.00	\$2,730.00
90051 30889965	249-COOK COUNTY, IL	NORTH AV (SR 64) .6M E/O MANNHEIM F/E	Yes	Digital Poster	12' 0" x 25' 0"		07/14/25-08/17/25	1	\$1,295.00	\$1,295.00
70081 30441069	249-COOK COUNTY, IL	TRISTATE (I-294) E/S .5 MI N/O NORTH F/N	Yes	Digital Bulletin	20' 0" x 60' 0"		11/17/25-01/11/26	2	\$2,184.00	\$4,368.00
70082 30441070	249-COOK COUNTY, IL	TRISTATE (I-294) E/S .5 MI N/O NORTH F/S	Yes	Digital Bulletin	20' 0" x 60' 0"		11/17/25-01/11/26	2	\$2,184.00	\$4,368.00
90051 30889965	249-COOK COUNTY, IL	NORTH AV (SR 64) .6M E/O MANNHEIM F/E	Yes	Digital Poster	12' 0" x 25' 0"		11/17/25-01/11/26	2	\$1,036.00	\$2,072.00
70081 30441069	249-COOK COUNTY, IL	TRISTATE (I-294) E/S .5 MI N/O NORTH F/N	Yes	Digital Bulletin	20' 0" x 60' 0"		01/12/26-01/18/26	1	\$546.00	\$546.00
70082 30441070	249-COOK COUNTY, IL	TRISTATE (I-294) E/S .5 MI N/O NORTH F/S	Yes	Digital Bulletin	20' 0" x 60' 0"		01/12/26-01/18/26	1	\$546.00	\$546.00
90051 30889965	249-COOK COUNTY, IL	NORTH AV (SR 64) .6M E/O MANNHEIM F/E	Yes	Digital Poster	12' 0" x 25' 0"		01/12/26-01/18/26	1	\$259.00	\$259.00
70081 30441069	249-COOK COUNTY, IL	TRISTATE (I-294) E/S .5 MI N/O NORTH F/N	Yes	Digital Bulletin	20' 0" x 60' 0"		04/13/26-06/07/26	2	\$2,184.00	\$4,368.00
70082 30441070	249-COOK COUNTY, IL	TRISTATE (I-294) E/S .5 MI N/O NORTH F/S	Yes	Digital Bulletin	20' 0" x 60' 0"		04/13/26-06/07/26	2	\$2,184.00	\$4,368.00
90051 30889965	249-COOK COUNTY, IL	NORTH AV (SR 64) .6M E/O MANNHEIM F/E	Yes	Digital Poster	12' 0" x 25' 0"		04/13/26-06/07/26	2	\$1,036.00	\$2,072.00
Total Space Costs:									\$29,722.00	

**Special Considerations:**

Advertiser authorizes and instructs The Lamar Companies (Lamar) to display in good and workmanlike manner, and to maintain for the terms set forth above, outdoor advertising displays described above or on the attached list. In consideration thereof, Advertiser agrees to pay Lamar all contracted amounts within thirty (30) days after the date of billing. Advertiser acknowledges and agrees to be bound by the terms and conditions on all pages of this contract.

The Agency representing this Advertiser in the contract executes this contract as an agent for a disclosed principal, but hereby expressly agrees to be liable jointly and severally and in solidio with Advertiser for the full and faithful performance of Advertiser's obligations hereunder. Agency waives notice of default and consents to all extensions of payment.

The undersigned representative or agent of Advertiser hereby warrants to Lamar that he/she is the Media Buyer

**(Officer/Title)**

of the Advertiser and is authorized to execute this contract on behalf of the Advertiser.





**CONTRACT # 4927143**

<b>Customer:</b>	TRITON COLLEGE
<b>Signature:</b>	(signature above)
<b>Name:</b>	Sean Sullivan, Vice President of Business Services (print name above)
<b>Date:</b>	(date above)

<b>THE LAMAR COMPANIES</b>	This contract is NOT BINDING UNTIL ACCEPTED by a Lamar General Manager.	
ACCOUNT EXECUTIVE: Meghan Pruzin	GENERAL MANAGER	DATE

**STANDARD CONDITIONS**

1. Late Artwork: The Advertiser must provide or approve art work, materials and installation instructions ten (10) days prior to the initial Service Date. In the case of default in furnishing or approval of art work by Advertiser, billing will occur on the initial Service Date.
2. Copyright/Trademark: Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character contents or subject matter of any copy displayed or produced pursuant to this contract.
3. Payment Terms: Lamar will, from time to time at intervals following commencement of service, bill Advertiser at the address on the face hereof. Advertiser will pay Lamar within thirty (30) days after the date of invoice. If Advertiser fails to pay any invoice when it is due, in addition to amounts payable thereunder, Advertiser will promptly reimburse collection costs, including reasonable attorney's fees plus a monthly service charge at the rate of 1.5% of the outstanding balance of the invoice to the extent permitted by applicable law. Delinquent payment will be considered a breach of this contract. Payments will be applied as designated by the Advertiser; non designated payments will be applied to the oldest invoices outstanding.
4. Service Interruptions: If Lamar is prevented from posting or maintaining any of the spaces by causes beyond its control of whatever nature, including but not limited to acts of God, strikes, work stoppages or picketing, or in the event of damage or destruction of any of the spaces, or in the event Lamar is unable to deliver any portion of the service required in this contract, including buses in repair, or maintenance, this contract shall not terminate. Credit shall be allowed to Advertiser at the standard rates of Lamar for such space or service for the period that such space or service shall not be furnished or shall be discontinued or suspended. In the case of illumination, should there be more than a 50% loss of illumination, a 20% pro-rata credit based on four week billing will be given. If this contract requires illumination, it will be provided from dusk until 11:00p.m. Lamar may discharge this credit, at its option, by furnishing advertising service on substitute space, to be reasonably approved by Advertiser, or by extending the term of the advertising service on the same space for a period beyond the expiration date. The substituted or extended service shall be of a value equal to the amount of such credit.
5. Entire Agreement: This contract, all pages, constitutes the entire agreement between Lamar and Advertiser. Lamar shall not be bound by any stipulations, conditions, or agreements not set forth in this contract. Waiver by Lamar of any breach of any provision shall not constitute a waiver of any other breach of that provision or any other provision.
6. Copy Acceptance: Lamar reserves the right to determine if copy and design are in good taste and within the moral standards of the individual communities in which it is to be displayed. Lamar reserves the right to reject or remove any copy either before or after installation, including immediate termination of this contract.
7. Termination: All contracts are non-cancellable by Advertiser without the written consent of Lamar. Breach of any provisions contained in this contract may result in cancellation of this contract by Lamar.
8. Materials/Storage: Production materials will be held at customer's written request. Storage fees may apply.
9. Installation Lead Time: A leeway of five (5) working days from the initial Service Date is required to complete the installation of all non-digital displays.
10. Customer Provided Production: The Advertiser is responsible for producing and shipping copy production. Advertiser is responsible for all space costs involved in the event production does not reach Lamar by the established Service Dates. These materials must be produced in compliance with Lamar production specifications and must come with a 60 day warranty against fading and tearing.

INITIALS \_\_\_\_\_





11. Bulletin Enhancements: Cutouts/extensions, where allowed, are limited in size to 5 feet above, and 2 feet to the sides and 1 foot below normal display area. The basic fabrication charge is for a maximum 12 months.

12. Assignment: Advertiser shall not sublet, resell, transfer, donate or assign any advertising space without the prior written consent of Lamar.

13. Digital Provisions: Lamar will strive to provide Advertisers with 100% of the time they contract. However, due to problems with power interruptions, emergency governmental warnings (e.g. Amber Alerts) or other unforeseen interruptions, Lamar is guaranteeing copy will be displayed an average of 92.5% of the time contracted. If a location should be lost during the period of display for any reason, a digital location of equal advertising value will be substituted or credit issued for the loss of service. For purposes of determining whether a credit is due, the average number of guaranteed impressions per day will be measured over the duration of the contract, e.g., during a four week contract, the available impressions during the entire four week term of the contract will be calculated and 92.5% of that number will be used as the basis to determine whether a credit is due the Advertiser. If Lamar has provided 92.5% or greater of available impressions, then no credit will be due.

14. Customer Supplied Content (iSpots) License and Indemnity Agreement

Copyright/Trademark: Advertiser warrants that all approved designs do not infringe upon any trademark or copyright, state or federal. Advertiser agrees to defend, indemnify and hold Lamar free and harmless from any and all loss, liability, claims and demands, including attorney's fees arising out of the character, contents or subject matter of any copy displayed or produced pursuant to this contract.

14(a) - Customer Supplied Content - When Advertiser desires to purchase digital advertising from Lamar featuring images, photographs, graphics, text, data, or other such media ("Customer Supplied Content (CSC)") that will be provided by Advertiser, some of which may be owned and/or provided, directly or indirectly, by a third party (hereinafter "Third Party Customer Supplied Content or Third Party CSC"):

(i) the Advertiser shall be solely responsible to ensure the appropriateness and inoffensive or otherwise innocuous nature of the CSC or Third Party CSC.

(ii) Advertiser acknowledges that Advertiser is solely responsible for acquiring, licensing, and/or purchasing any Third Party CSC and/or has the authority to use and to license CSC and Third Party CSC.

(iii) Advertiser warrants that the CSC and/or Third Party CSC will comply with all applicable local, state and federal laws and regulations.

(iv) Advertiser shall be solely responsible for the truthfulness, accuracy, integrity, and lawfulness of the CSC and/or Third Party CSC.

(v) Advertiser shall defend, cover, indemnify and hold Lamar harmless for all loss, expense or damages, of whatever nature, which may be incurred by Lamar as a result of any claims or actions in connection with Lamar's or Lamar's affiliates and subsidiaries for use of the CSC or Third Party CSC. Claims or Actions shall specifically include but not be limited to the CSC's or Third Party CSC's public appropriateness. The foregoing duty to defend, cover and indemnify shall include, without limitation, a duty to pay any attorneys' fees and other costs of defense incurred by Lamar and its affiliates or subsidiaries.

(vi) Advertiser hereby grants to Lamar a paid up, non-exclusive, royalty-free license to use, reproduce, display, perform and modify the CSC and Third Party CSC, on its digital displays or to adapt the CSC and Third Party CSC for such use. The license granted herein includes the right to prepare works which may be considered derivative works of the CSC and/or Third Party CSC or any intellectual property contained therein. Additionally, Advertiser grants to Lamar such trademark license rights as may be necessary for Lamar to use the CSC and Third Party CSC on its digital displays.



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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17208

**SUBJECT: AGREEMENT WITH VIEW CHICAGO TRANSIT, LLC**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of bus shelter and HotSpot advertisements from View Chicago Transit, LLC to support Fiscal Year 2026 enrollment initiatives. The advertising campaign will include 15 bus shelters and one freestanding HotSpot display located in the Triton College district. Both the shelters and HotSpot will feature three seasonal graphic changes aligned with the spring, summer, and fall enrollment periods. The advertisements will run from July 14, 2025, through July 12, 2026, at a total cost not to exceed \$42,000.

**RATIONALE:** The proposed Fiscal Year 2026 cost represents an \$11,010 increase from the previous fiscal year, due to the addition of a freestanding HotSpot display within the district. These advertisements are strategically placed in high-visibility areas to maximize exposure and support Triton College's enrollment goals for the fall, spring, and summer terms.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Tracy Jennings**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No



**CONTRACT FOR OUTDOOR ADVERTISING**

2025-03-28 07:42:02 7739-4

CONTRACTED BY:			ON BEHALF OF ADVERTISER:		
CUSTOMER #	5111		CUSTOMER #		
NAME	Triton College		NAME		
ADDRESS	2000 Fifth Avenue		ADDRESS		
CITY/STATE/ZIP	River Grove, IL 60171		CITY/STATE/ZIP		
CONTACT	Renee Swanberg		CONTACT		
EMAIL ADDRESS	ReneeSwanberg@Triton.edu		EMAIL ADDRESS		
PHONE #	708 456-0300	x3165	PHONE #		
P.O.#					
ADVERTISER	Triton College				

Qty	Product Description	Illum	Size	Term in 4-week Periods	Service Dates	Production / Installation Rate	Rate Per Period
1	3858-1, HotSpot - Freestanding, Chicago IL, 3858 N HARLEM AVE AT BYRON ST W/S, S/F, Regular	Yes	12' x 8'	1.5	07/14/2025 - 08/24/2025	425.00 350.00	995.00
1	3858-1, HotSpot - Freestanding, Chicago IL, 3858 N HARLEM AVE AT BYRON ST W/S, S/F, Preemptible	Yes	12' x 8'	4	08/25/2025 - 12/14/2025		495.00
1	3858-1, HotSpot - Freestanding, Chicago IL, 3858 N HARLEM AVE AT BYRON ST W/S, S/F, Regular	Yes	12' x 8'	1.5	12/15/2025 - 01/25/2026	425.00 350.00	995.00
1	3858-1, HotSpot - Freestanding, Chicago IL, 3858 N HARLEM AVE AT BYRON ST W/S, S/F, Preemptible	Yes	12' x 8'	3	01/26/2026 - 04/19/2026		495.00
1	3858-1, HotSpot - Freestanding, Chicago IL, 3858 N HARLEM AVE AT BYRON ST W/S, S/F, Regular	Yes	12' x 8'	1.5	04/20/2026 - 05/31/2026	425.00 350.00	995.00
1	3858-1, HotSpot - Freestanding, Chicago IL, 3858 N HARLEM AVE AT BYRON ST W/S, S/F, Preemptible	Yes	12' x 8'	1.5	06/01/2026 - 07/12/2026		495.00
						<b>Estimated Production (Contract) TOTAL</b>	<b>\$2,325.00</b>
						Additional Production May be Ordered Upon Request.	
						<b>Grand Total (Net)</b>	<b>\$11,010.00</b>

**Notes:**  
View has five (5) business days to post copy due to weather, scheduling.

Send invoices to: ap@triton.edu / reneeswanberg@triton.edu

The undersigned ("Advertiser") agrees with View Chicago, LLC ("ViewC ") to place in service and maintain an outdoor advertising display subject to the conditions of this Display Agreement (this "Agreement") for such prices per four (4) week period for each location as are indicated on this Agreement and to maintain display from the day the copy is completed on the display and the remainder the contract term. This contract is signed and accepted subject to the terms appearing above and on page 2 of 2.

In addition to the price per four (4) week period payments, Advertiser agrees to pay View for any copy, installation, cut out, embellishment or any other specific treatment for the display on the basis of the square footage of such. Any fabricated material(s) will be and remain the property of ViewC .

THERE ARE ADDITIONAL TERMS AND CONDITIONS ON THE SECOND PAGE OF THIS AGREEMENT, AND THE PARTIES AGREE THEY ARE BOUND BY THEM. COUNTERPARTS; THIS AGREEMENT MAY BE EXECUTED IN SEPARATE COUNTERPARTS, EACH OF WHICH WHEN SO EXECUTED SHALL BE AN ORIGINAL, BUT ALL OF SUCH COUNTERPARTS SHALL TOGETHER CONSTITUTE BUT ONE AND THE SAME INSTRUMENT. ANY SUCH EXECUTION MAY BE BY FACSIMILE AND EACH PARTY AGREES THAT IT WILL NOT CONTEST THE VALIDITY OF THIS AGREEMENT DUE TO THE FACT THAT THE OTHER PARTY POSSESSES ONLY A FACSIMILE OF ITS SIGNATURE. NOTICE TO ADVERTISER: THIS AGREEMENT SHALL NOT BE BINDING ON VIEW UNTIL EXECUTED BY AN AUTHORIZED OFFICER OF VIEW CHICAGO, LLC.

**Personal Guaranty**

The undersigned ("Guarantor") hereby irrevocably and unconditionally guarantees the full payment and performance of Advertiser's obligation as set forth in this Agreement. Upon any default of this Agreement by Advertiser, View may proceed directly against Guarantor without any obligation to seek redress or otherwise collect any indebtedness from Advertiser.

Guarantor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advertiser: Signature: _____ Printed Name: Sean Sullivan, VP of Business Services Date: _____	Agency: Signature: _____ Printed Name: _____ Date: _____
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View Chicago, LLC Signature: _____	Name: _____	Date: _____
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<b>FOR INTERNAL USE: (T)</b>		
	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal	<b>Account Executive</b> Jamie Blanchard _____ _____ Ph#: 773-294-2524
	<b>Mailing Address</b> View Chicago, LLC 430 W. Erie St. Suite 510 Chicago, IL 60654 Ph#: 219-736-8439 Fax#: 219-750-1123	
97/115		

## ADDITIONAL TERMS AND CONDITIONS

**Section 2: COMMENCEMENT AND HOLDOVER:** ViewC has five (5) business from the service start date to install copy as indicated on front of Agreement. If this is a renewal Agreement, it is agreed that the display shall have been considered submitted on the day immediately following the expiration date of the previous Agreement. Advertiser agrees to notify ViewC in writing not less than ninety (90) days prior to the expiration date of this Agreement if it desires to terminate this Agreement at the expiration of the term. Unless Advertiser so notifies ViewC or ViewC notifies the Advertiser of its desire to terminate this Agreement, this Agreement shall remain in force at the rate applicable at the expiration date until the Advertiser thereafter gives ViewC ninety (90) days' prior written notice or ViewC thereafter gives Advertiser written notice of its intention to terminate, and the Agreement shall expire upon the expiration of such notice period.

**Section 3: PROVISION OF COPY:** Advertiser shall furnish to ViewC the copy and any special treatment specifications for the display fourteen (14) days before Commencement Date. The term of this Agreement and billing shall begin on or before Commencement Date. Advertiser's failure to timely deliver copy does not excuse or extend Advertiser's obligation to pay for any production charges for the display, which charges are due within five (5) business days of Effective Date of this Agreement.

**Section 4: PAYMENT:** Advertiser shall pay ViewC within five (5) days after the display is completed the applicable period rate. Advertiser shall thereafter pay in advance the applicable period rate on the first business day of each service period during the term of this Agreement.

**Section 5: LATE CHARGE:** Advertiser agrees that with respect to any amount owed which is unpaid for seven (7) days, in addition to the amount owed, Advertiser shall pay a late charge equal to 1.5% (18% per year) or the maximum amount permitted by law, whichever is less, on such amount calculated from the date the amount first became due until received by ViewC .

**Section 6: COMMISSION PAYMENTS, USE OF ADVERTISING AGENTS AND JOINT ADVERTISERS:** The 4-week billing period to be paid to ViewC is not subject to any reduction for commission or any other charges from any agent of Advertiser, unless specified in this Agreement. In that event, such commission shall reduce the period billing only if payment of the period invoice is received by ViewC when due. In the event that ViewC receives written notification that the advertising agency, broker, or agent is no longer the authorized agent of the Advertiser, ViewC may relieve the advertising agency, broker or agent of such obligation by written modification of this Agreement in the manner provided herein. Any advertising agency, broker or agent signing this Agreement represents and warrants to ViewC that it is authorized by Advertiser to execute this Agreement. If (a) this Agreement is signed by more than one Advertiser, or (b) if one Advertiser signs this Agreement for itself and another Advertiser or, (c) if more than one Advertiser signs this Agreement or more than one Agreement to jointly share the same display, all obligations pursuant to this Agreement (or Agreements in the instance of Subsection (c)) shall be the joint and several obligation of all such Advertisers.

**Section 7: BREACH:** Any failure by Advertiser to pay when due any amounts owed under this Agreement is a breach of this Agreement. If Advertiser files or has filed against it a bankruptcy petition, is placed in receivership, makes an assignment for the benefit of creditors or fails to make when due any payments owed to ViewC and such failure continues for 30 days, or Advertiser otherwise breaches this Agreement and fails to cure such breach within 30 days of the breach, then, in any of such events, in addition to any other rights ViewC has or may have at law or in equity, ViewC shall be entitled, without notice, to payment immediately from Advertiser of all payments due under or in connection with this Agreement. Should Advertiser breach this Agreement, in addition to any other rights ViewC has or may have at law or in equity, ViewC may, at its option, without prior notice, at any location(s) remove Advertiser's message until the default is cured and the cost of removal and replacement is paid by Advertiser, and/or ViewC may permanently remove the Advertiser's message from the display and replace it with that of another advertiser without incurring any liability to Advertiser for such removal or replacement. In the event of such replacement with the message of another advertiser, Advertiser agrees to be responsible and pay the cost of the design fabrication, and installation of the replacement Advertiser's display. Should ViewC elect to collect any delinquent payments due from Advertiser or bring suit for default of any other item, covenant or condition of this Agreement, Advertiser agrees to pay all attorneys' fees, expenses, including but not limited to, professional collection service charges, discovery and litigation costs and court costs. Any judgment rendered in favor of ViewC shall be without relief from valuation and appraisal laws and bear the maximum interest allowed by law.

**Section 8: LOCATION, RELOCATION, CONDEMNATION AND CANCELLATION:** ViewC may, exercising its sole judgment, choose the location for the display. Any relocation of the display necessitated by a threatened or actual loss of location or inability to maintain the display, due to state laws, local ordinances, rerouting of highways or other similar causes, including but not limited to condemnation, shall be at ViewC's expense. At ViewC's option, billing for the display for the period during which such relocation is being accomplished and/or the display is not in place shall abate or Advertiser will be credited after such period in the amount of one hundred percent (100%) of the prorated period rate received by ViewC during such period. Any relocation of a display requested by Advertiser shall be subject to ViewC's approval and shall be at Advertiser's expense and there shall be no abatement or credit. In the event any legal action is taken or threatened to be taken by any governmental authority pursuant to law, to condemn the ground location for the display or otherwise take such display as an alternative to relocating the display, ViewC shall have the right, at its option, whether to terminate this Agreement or to reduce its term (and this provision shall not apply when the need to relocate is at the Advertiser's request), and to make a voluntary or involuntary sale of the display to any such governmental authority. In the event of such a sale to a governmental authority, Advertiser will not be entitled to any proceeds from the sale. In the event of the imposition on ViewC of any taxes or license fees which increases ViewC's costs to perform its obligations under this Agreement or the termination of the underlying ground lease, ViewC shall have the right, at its option, either to terminate this Agreement, to reduce its term, and/or be reimbursed such cost by Advertiser. In any instance of termination in connection with this Agreement or reduction of its term, ViewC will not be liable to Advertiser in any way except to return any amounts paid by Advertiser for the unexpired term of this Agreement. In the event that, for any reason, the display is modified or upgraded either as to size, height, illumination, including without limitation upgraded to changeable copy faces or type of structure, e.g. from bus shelter to unipole structure, ViewC, at its option, may terminate this Agreement upon seven (7) days' written notice to Advertiser.

**Section 9: MAINTENANCE:** ViewC agrees to maintain the display in good condition throughout the term of this Agreement including replacing and repairing any damaged parts on the display subject to the following provisions. ViewC retains exclusive control and supervision of the installation, maintenance and removal of the displays and over the structures on which they are displayed. It is expressly agreed that ViewC shall not be held liable for loss or damage on account of delays in installation or inability to maintain the display due to strikes, fires, governmental laws, rules or regulations, inability to secure specified material, acts of God, acts of terrorism, loss of location or other causes beyond ViewC's control. If the display or structure is damaged to any extent which prevents the displaying of Advertiser's message, which damage is not caused by Advertiser, at ViewC's option, billing for the display shall abate for the period of prevention or Advertiser issued a credit after cessation of such prevention. In the instance of either the abatement of the billing or the credit after cessation, the amount of abatement or credit, will equal the prorated portion of Advertiser's message display of which has been prevented as determined solely by ViewC. If required illumination for a display is not in effect at the commencement of this Agreement or is lost during the term of this Agreement, which is not caused by Advertiser, Advertiser will receive a credit after illumination is restored in the amount of twenty percent (20%) of the applicable period rate prorated for the period of such loss except that to the extent any governmental authority or utility restricts or eliminates illumination of a display, the following terms shall govern the amount, if any, of the credit.

a. In the case of governmental or utility actions resulting in reduction of hours of illumination, no credit shall be allowed or due Advertiser.

b. In the case of governmental or utility actions resulting in total elimination of illumination, Advertiser shall be entitled to a credit of ten percent (10%) of the applicable period rate prorated for the period of non-illumination.

**Section 10: CLAIMS FOR CREDITS/LIMITATION OR REMEDIES:** Any claim of Advertiser alleging ViewC's failure to properly perform this Agreement is limited to the credits or other remedies set forth in Sections 8 and 9 and shall not be cause for termination of this Agreement without ViewC's prior written consent. Any such claim for credit shall not be valid unless made in writing to ViewC within 30 days of the date that Advertiser alleges that ViewC first failed to properly perform.

**Section 11: DISPLAY REMAINS VIEW T'S PROPERTY:** It is understood that the display covered by this Agreement, is, and shall remain, the exclusive property of ViewC and, as such, cannot be subcontracted (or sub rented) or removed by Advertiser.

**Section 12: COPY CHANGES:** Unless otherwise agreed in writing, Advertiser shall pay ViewC, in advance for rotating or changes in copy on the display made during the term of this Agreement at Advertiser's request. Advertiser is obligated to continue making the period payment during any period when the display is being rotated, or the copy is changed. Advertiser shall furnish to ViewC copy change 30 days prior to the respective scheduled rotating or desired change. View Chicago guarantees extensions for 15 periods from date of installation. Extensions cannot be removed and reinstalled. View Chicago cannot store nor be responsible for copy that have been removed past expiration of contract.

**Section 13: HOLD HARMLESS:** ViewC agrees to save Advertiser harmless from any and all claims or demands on account of bodily injury or physical property damage caused by or resulting from the display covered by this Agreement due to the placement or manner of the installation and maintenance of the display, and agree to carry, at its own cost and expense, adequate public liability insurance covering such contingencies so long as this Agreement shall remain in effect. Advertiser agrees to indemnify and save ViewC harmless, including but not limited to any legal fees and costs, from any and all claims or demands based upon the use of any name, picture or other material in the display covered by this Agreement, whether or not trademarked or otherwise protected. ViewC reserves the right to reject or remove any copy from the display that, in its opinion, before or after placing the display in service is objectionable or any way might adversely affect the integrity of the outdoor advertising industry or the professional reputation and goodwill of ViewC .

**Section 14: ASSIGNMENT OF AGREEMENT:** In the event of the sale, transfer, assignment, trade or termination of Advertiser's business, Advertiser agrees to pay not only amount then due, but also all period charges remaining unpaid under this Agreement within 30 days after such sale, transfer, assignment, trade or termination, unless (a) this Agreement is assigned to and accepted in writing by any person, or officer, authorized to bind the firm, corporation or person acquiring Advertiser's business and (b) the assignment is accepted in writing by ViewC ; provided, however, even if ViewC accepts such assignment, such acceptance shall not release Advertiser from liability for any and all amounts then due and owing ViewC as well as the balance due over the unexpired term of the Agreement. Should any assignee of Advertiser breach any term of this Agreement, upon such breach, ViewC shall be entitled to invoke any of the remedies identified in this Agreement or otherwise without further notice to Advertiser, against Advertiser or the Assignee or both as ViewC may choose. This Agreement may not be assigned by Advertiser except in strict compliance with this Section 14.

**Section 15: JURISDICTION AND VENUE:** Advertiser agrees and consents to the jurisdiction of the Courts of the State of Illinois, and venue in the County of Cook, for any court proceedings arising from any disputes under this contract. Advertiser agrees there are sufficient minimum contacts by advertiser with the State of Illinois for purposes of personal and subject matter jurisdiction.

**Section 16: CHOICE OF LAW:** Advertiser and ViewC agree to resolve all disputes arising out of and related to this Agreement pursuant to the laws of the State of Illinois.

**Section 17: GENERAL PROVISIONS:** The paragraph headings in this Agreement are used for convenience only. They are not intended to alter or affect the meaning of this Agreement. The invalidity, in whole or in part, of any provision of this Agreement shall not affect the validity or enforceability of any other of its provisions. ViewC's failure to insist in one or more instances upon the performance of any term or terms of this Agreement shall not be construed as a waiver or relinquishment of its right to such performance or the future performances of such term or terms, and Advertiser's obligation shall continue in full force and effect. The word "display" may include more than one display face in such display and accordingly, the rights and remedies of the parties will be appropriately prorated if less than all the display faces in any such display are affected under any of the sections of this Agreement.

**Section 18: ENTIRE AGREEMENT, MODIFICATION AND SUCCESSOR'S INTEREST:** It is understood that this Agreement constitutes the entire Agreement and understanding between the parties and supersedes all prior representation, understandings and Agreements. It is further understood that the terms of this Agreement cannot be waived, amended or modified in any way except by written Agreement by Advertiser and ViewC . Once fully executed, this Agreement shall be binding upon and inure to the benefit of the parties their respective heirs, successors, executors, administrators and assigns.

Customer Signature \_\_\_\_\_

Sean Sullivan, VP of Business Services

Date \_\_\_\_\_



**CONTRACT FOR OUTDOOR ADVERTISING**

2025-03-28 07:44:20 3177-0

CONTRACTED BY:			ON BEHALF OF ADVERTISER:		
CUSTOMER #	2611	91	CUSTOMER #	2061	
NAME	Triton College		NAME	Triton College	
ADDRESS	2000 Fifth Avenue		ADDRESS	2000 Fifth Avenue	
CITY/STATE/ZIP	River Grove, IL 60171		CITY/STATE/ZIP	River Grove, IL 60171	
CONTACT	Renee Swanberg		CONTACT	Renee Swanberg	
EMAIL ADDRESS	ap@triton.edu, reneeswanberg@triton.edu		EMAIL ADDRESS	reneeswanberg@triton.edu	
PHONE #	708-456-0300	x3165	PHONE #	708-456-0300	x3165
P.O.#					
ADVERTISER	Triton College			Triton College	

Qty	Product Description	Market	Illum	Size	Term in 4-week Periods	Service Dates	Production Rate	Rate Per Period
1	BY-2I, Bus Shelter, Berkeley, St. Charles Road and Lee Boulevard, W/F, Regular	Chicago IL	No	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	NR-6I, Bus Shelter, Norridge, Lawrence Avenue and Opal Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	RG-3I, Bus Shelter, River Grove, Thatcher Avenue S/O Belmont Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	SK-2I, Bus Shelter, Stone Park, North Ave S/S, W/O 35th St, W/F, Regular	Chicago IL	Yes	6'0 x 4'0	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	SP-10O, Bus Shelter, Schiller Park, Irving Park Rd S/S, AT Kolze Rd, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	SP-2I, Bus Shelter, Schiller Park, River Road and Eastwood Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	CO-13O, Bus Shelter, Cicero, Cermak Road and 50th Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	EP-6O, Bus Shelter, Elmwood Park, Grand Avenue and Harlem Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	EP-8I, Bus Shelter, Elmwood Park, Grand Avenue and Westbrook Avenue, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	MP-2I, Bus Shelter, Melrose Park, North Avenue and George Street (@ Winston Plaza), W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	NK-1O, Bus Shelter, Northlake, Wolf Road and Winters Drive (@ Leyden High School), S/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	NK-5I, Bus Shelter, Northlake, North Avenue and Wolf Road, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	NR-19O, Bus Shelter, Norridge, Harlem Avenue and Cullom Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	NR-2O, Bus Shelter, Norridge, Lawrence Avenue and Cumberland Avenue, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	SP-7I, Bus Shelter, Schiller Park, 25th Avenue and Lawrence Avenue, S/F, Regular	Chicago IL	Yes	6' x 4'	1.5	07/14/2025 - 08/24/2025	0.00	444.44
1	BY-2I, Bus Shelter, Berkeley, St. Charles Road and Lee Boulevard, W/F, Regular	Chicago IL	No	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	NR-6I, Bus Shelter, Norridge, Lawrence Avenue and Opal Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	RG-3I, Bus Shelter, River Grove, Thatcher Avenue S/O Belmont Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	SK-2I, Bus Shelter, Stone Park, North Ave S/S, W/O 35th St, W/F, Regular	Chicago IL	Yes	6'0 x 4'0	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	SP-10O, Bus Shelter, Schiller Park, Irving Park Rd S/S, AT Kolze Rd, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	SP-2I, Bus Shelter, Schiller Park, River Road and Eastwood Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	CO-13O, Bus Shelter, Cicero, Cermak Road and 50th Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	EP-6O, Bus Shelter, Elmwood Park, Grand Avenue and Harlem Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	EP-8I, Bus Shelter, Elmwood Park, Grand Avenue and Westbrook Avenue, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	MP-2I, Bus Shelter, Melrose Park, North Avenue and George Street (@ Winston Plaza), W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44

(continued on next page)

Qty	Product Description	Market	Illum	Size	Term in 4-week Periods	Service Dates	Production Rate	Rate Per Period
1	NK-10, Bus Shelter, Northlake, Wolf Road and Winters Drive (@ Leyden High School), S/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	NK-5I, Bus Shelter, Northlake, North Avenue and Wolf Road, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	NR-19O, Bus Shelter, Norridge, Harlem Avenue and Cullom Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	NR-2O, Bus Shelter, Norridge, Lawrence Avenue and Cumberland Avenue, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	SP-7I, Bus Shelter, Schiller Park, 25th Avenue and Lawrence Avenue, S/F, Regular	Chicago IL	Yes	6' x 4'	1.5	12/15/2025 - 01/25/2026	0.00	444.44
1	BY-2I, Bus Shelter, Berkeley, St. Charles Road and Lee Boulevard, W/F, Regular	Chicago IL	No	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	NR-6I, Bus Shelter, Norridge, Lawrence Avenue and Opal Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	RG-3I, Bus Shelter, River Grove, Thatcher Avenue S/O Belmont Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	SK-2I, Bus Shelter, Stone Park, North Ave S/S, W/O 35th St, W/F, Regular	Chicago IL	Yes	6'0 x 4'0	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	SP-10O, Bus Shelter, Schiller Park, Irving Park Rd S/S, AT Kolze Rd, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	SP-2I, Bus Shelter, Schiller Park, River Road and Eastwood Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	CO-13O, Bus Shelter, Cicero, Cermak Road and 50th Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	EP-6O, Bus Shelter, Elmwood Park, Grand Avenue and Harlem Avenue, W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	EP-8I, Bus Shelter, Elmwood Park, Grand Avenue and Westbrook Avenue, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	MP-2I, Bus Shelter, Melrose Park, North Avenue and George Street (@ Winston Plaza), W/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	NK-1O, Bus Shelter, Northlake, Wolf Road and Winters Drive (@ Leyden High School), S/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	NK-5I, Bus Shelter, Northlake, North Avenue and Wolf Road, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	NR-19O, Bus Shelter, Norridge, Harlem Avenue and Cullom Avenue, N/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	NR-2O, Bus Shelter, Norridge, Lawrence Avenue and Cumberland Avenue, E/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.44
1	SP-7I, Bus Shelter, Schiller Park, 25th Avenue and Lawrence Avenue, S/F, Regular	Chicago IL	Yes	6' x 4'	1.5	04/20/2026 - 05/31/2026	0.00	444.64
<b>Estimated Production (Contract) TOTAL</b>							<b>\$0.00</b>	
Additional Production May be Ordered Upon Request.								
<b>Grand Total (Net)</b>								<b>\$30,000.00</b>

**Notes:**  
View has five (5) business days to post copy due to weather, scheduling.

Send invoices to: ap@triton.edu / reneeswanberg@triton.edu

The undersigned ("Advertiser") agrees with View Transit, LLC ("ViewT") to place in service and maintain an outdoor advertising display subject to the conditions of this Display Agreement (this "Agreement") for such prices per four (4) week period for each location as are indicated on this Agreement and to maintain display from the day the copy is completed on the display and the remainder the contract term. This contract is signed and accepted subject to the terms appearing above and on page 2 of 2.

In addition to the price per four (4) week period payments, Advertiser agrees to pay View for any copy, installation, cut out, embellishment or any other specific treatment for the display on the basis of the square footage of such. Any fabricated material(s) will be and remain the property of ViewT.

THERE ARE ADDITIONAL TERMS AND CONDITIONS ON THE SECOND PAGE OF THIS AGREEMENT, AND THE PARTIES AGREE THEY ARE BOUND BY THEM. COUNTERPARTS; THIS AGREEMENT MAY BE EXECUTED IN SEPARATE COUNTERPARTS, EACH OF WHICH WHEN SO EXECUTED SHALL BE AN ORIGINAL, BUT ALL OF SUCH COUNTERPARTS SHALL TOGETHER CONSTITUTE BUT ONE AND THE SAME INSTRUMENT. ANY SUCH EXECUTION MAY BE BY FACSIMILE AND EACH PARTY AGREES THAT IT WILL NOT CONTEST THE VALIDITY OF THIS AGREEMENT DUE TO THE FACT THAT THE OTHER PARTY POSSESSES ONLY A FACSIMILE OF ITS SIGNATURE.

NOTICE TO ADVERTISER: THIS AGREEMENT SHALL NOT BE BINDING ON VIEW UNTIL EXECUTED BY AN AUTHORIZED OFFICER OF VIEW TRANSIT, LLC.

**Personal Guaranty**

The undersigned ("Guarantor") hereby irrevocably and unconditionally guarantees the full payment and performance of Advertiser's obligation as set forth in this Agreement. Upon any default of this Agreement by Advertiser, View may proceed directly against Guarantor without any obligation to seek redress or otherwise collect any indebtedness from Advertiser.

Guarantor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advertiser: Signature: _____ Printed Name: Sean Sullivan, VP of Business Services Date: _____	Agency: Signature: _____ Printed Name: _____ Date: _____
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View Transit, LLC Signature: _____	Name: _____	Date: _____
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FOR INTERNAL USE: (C)



**New Renewal**

**Account Executive**

Jamie Blanchard
6624 W. Irving Park Road
Chicago, IL 60634
Ph#: 773-294-2524

**Mailing Address**

View Transit, LLC
6624 W. Irving Park Road
Chicago, IL 60654
Ph#: 219-736-8439 Fax#: 219-750-1123

## ADDITIONAL TERMS AND CONDITIONS

**Section 2: COMMENCEMENT AND HOLDOVER:** ViewT has five (5) business from the service start date to install copy as indicated on front of Agreement. If this is a renewal Agreement, it is agreed that the display shall have been considered submitted on the day immediately following the expiration date of the previous Agreement. Advertiser agrees to notify ViewT in writing not less than ninety (90) days prior to the expiration date of this Agreement if it desires to terminate this Agreement at the expiration of the term. Unless Advertiser so notifies ViewT or ViewT notifies the Advertiser of its desire to terminate this Agreement, this Agreement shall remain in force at the rate applicable at the expiration date until the Advertiser thereafter gives ViewT ninety (90) days' prior written notice or ViewT thereafter gives Advertiser written notice of its intention to terminate, and the Agreement shall expire upon the expiration of such notice period.

**Section 3: PROVISION OF COPY:** Advertiser shall furnish to ViewT the copy and any special treatment specifications for the display fourteen (14) days before Commencement Date. The term of this Agreement and billing shall begin on or before Commencement Date. Advertiser's failure to timely deliver copy does not excuse or extend Advertiser's obligation to pay for any production charges for the display, which charges are due within five (5) business days of Effective Date of this Agreement.

**Section 4: PAYMENT:** Advertiser shall pay ViewT within five (5) days after the display is completed the applicable period rate. Advertiser shall thereafter pay in advance the applicable period rate on the first business day of each service period during the term of this Agreement.

**Section 5: LATE CHARGE:** Advertiser agrees that with respect to any amount owed which is unpaid for seven (7) days, in addition to the amount owed, Advertiser shall pay a late charge equal to 1.5% (18% per year) or the maximum amount permitted by law, whichever is less, on such amount calculated from the date the amount first became due until received by ViewT.

**Section 6: COMMISSION PAYMENTS, USE OF ADVERTISING AGENTS AND JOINT ADVERTISERS:** The 4-week billing period to be paid to ViewT is not subject to any reduction for commission or any other charges from any agent of Advertiser, unless specified in this Agreement. In that event, such commission shall reduce the period billing only if payment of the period invoice is received by ViewT when due. In the event that ViewT receives written notification that the advertising agency, broker, or agent is no longer the authorized agent of the Advertiser, ViewT may relieve the advertising agency, broker or agent of such obligation by written modification of this Agreement in the manner provided herein. Any advertising agency, broker or agent signing this Agreement represents and warrants to ViewT that it is authorized by Advertiser to execute this Agreement. If (a) this Agreement is signed by more than one Advertiser, or (b) if one Advertiser signs this Agreement for itself and another Advertiser or, (c) if more than one Advertiser signs this Agreement or more than one Agreement to jointly share the same display, all obligations pursuant to this Agreement (or Agreements in the instance of Subsection (c)) shall be the joint and several obligation of all such Advertisers.

**Section 7: BREACH:** Any failure by Advertiser to pay when due any amounts owed under this Agreement is a breach of this Agreement. If Advertiser files or has filed against it a bankruptcy petition, is placed in receivership, makes an assignment for the benefit of creditors or fails to make when due any payments owed to ViewT and such failure continues for 30 days, or Advertiser otherwise breaches this Agreement and fails to cure such breach within 30 days of the breach, then, in any of such events, in addition to any other rights ViewT has or may have at law or in equity, ViewT shall be entitled, without notice, to payment immediately from Advertiser of all payments due under or in connection with this Agreement. Should Advertiser breach this Agreement, in addition to any other rights ViewT has or may have at law or in equity, ViewT may, at its option, without prior notice, at any location(s) remove Advertiser's message until the default is cured and the cost of removal and replacement is paid by Advertiser, and/or ViewT may permanently remove the Advertiser's message from the display and replace it with that of another advertiser without incurring any liability to Advertiser for such removal or replacement. In the event of such replacement with the message of another advertiser, Advertiser agrees to be responsible and pay the cost of the design fabrication, and installation of the replacement Advertiser's display. Should ViewT elect to collect any delinquent payments due from Advertiser or bring suit for default of any other item, covenant or condition of this Agreement, Advertiser agrees to pay all attorneys' fees, expenses, including but not limited to, professional collection service charges, discovery and litigation costs and court costs. Any judgment rendered in favor of ViewT shall be without relief from valuation and appraisal laws and bear the maximum interest allowed by law.

**Section 8: LOCATION, RELOCATION, CONDEMNATION AND CANCELLATION:** ViewT may, exercising its sole judgment, choose the location for the display. Any relocation of the display necessitated by a threatened or actual loss of location or inability to maintain the display, due to state laws, local ordinances, rerouting of highways or other similar causes, including but not limited to condemnation, shall be at ViewT's expense. At ViewT's option, billing for the display for the period during which such relocation is being accomplished and/or the display is not in place shall abate or Advertiser will be credited after such period in the amount of one hundred percent (100%) of the prorated period rate received by ViewT during such period. Any relocation of a display requested by Advertiser shall be subject to ViewT's approval and shall be at Advertiser's expense and there shall be no abatement or credit. In the event any legal action is taken or threatened to be taken by any governmental authority pursuant to law, to condemn the ground location for the display or otherwise take such display as an alternative to relocating the display, ViewT shall have the right, at its option, whether to terminate this Agreement or to reduce its term (and this provision shall not apply when the need to relocate is at the Advertiser's request), and to make a voluntary or involuntary sale of the display to any such governmental authority. In the event of such a sale to a governmental authority, Advertiser will not be entitled to any proceeds from the sale. In the event of the imposition on ViewT of any taxes or license fees which increases ViewT's costs to perform its obligations under this Agreement or the termination of the underlying ground lease, ViewT shall have the right, at its option, either to terminate this Agreement, to reduce its term, and/or be reimbursed such cost by Advertiser. In any instance of termination in connection with this Agreement or reduction of its term, ViewT will not be liable to Advertiser in any way except to return any amounts paid by Advertiser for the unexpired term of this Agreement. In the event that, for any reason, the display is modified or upgraded either as to size, height, illumination, including without limitation upgraded to changeable copy faces or type of structure, e.g. from bus shelter to unipole structure, ViewT, at its option, may terminate this Agreement upon seven (7) days' written notice to Advertiser.

**Section 9: MAINTENANCE:** ViewT agrees to maintain the display in good condition throughout the term of this Agreement including replacing and repairing any damaged parts on the display subject to the following provisions. ViewT retains exclusive control and supervision of the installation, maintenance and removal of the displays and over the structures on which they are displayed. It is expressly agreed that ViewT shall not be held liable for loss or damage on account of delays in installation or inability to maintain the display due to strikes, fires, governmental laws, rules or regulations, inability to secure specified material, acts of God, acts of terrorism, loss of location or other causes beyond ViewT's control. If the display or structure is damaged to any extent which prevents the displaying of Advertiser's message, which damage is not caused by Advertiser, at ViewT's option, billing for the display shall abate for the period of prevention or Advertiser issued a credit after cessation of such prevention. In the instance of either the abatement of the billing or the credit after cessation, the amount of abatement or credit, will equal the prorated portion of Advertiser's message display of which has been prevented as determined solely by ViewT. If required illumination for a display is not in effect at the commencement of this Agreement or is lost during the term of this Agreement, which is not caused by Advertiser, Advertiser will receive a credit after illumination is restored in the amount of twenty percent (20%) of the applicable period rate prorated for the period of such loss except that to the extent any governmental authority or utility restricts or eliminates illumination of a display, the following terms shall govern the amount, if any, of the credit.

a. In the case of governmental or utility actions resulting in reduction of hours of illumination, no credit shall be allowed or due Advertiser.

b. In the case of governmental or utility actions resulting in total elimination of illumination, Advertiser shall be entitled to a credit of ten percent (10%) of the applicable period rate prorated for the period of non-illumination.

**Section 10: CLAIMS FOR CREDITS/LIMITATION OR REMEDIES:** Any claim of Advertiser alleging ViewT's failure to properly perform this Agreement is limited to the credits or other remedies set forth in Sections 8 and 9 and shall not be cause for termination of this Agreement without ViewT's prior written consent. Any such claim for credit shall not be valid unless made in writing to ViewT within 30 days of the date that Advertiser alleges that ViewT first failed to properly perform.

**Section 11: DISPLAY REMAINS VIEW T'S PROPERTY:** It is understood that the display covered by this Agreement, is, and shall remain, the exclusive property of ViewT and, as such, cannot be subcontracted (or sub rented) or removed by Advertiser.

**Section 12: COPY CHANGES:** Unless otherwise agreed in writing, Advertiser shall pay ViewT, in advance for rotating or changes in copy on the display made during the term of this Agreement at Advertiser's request. Advertiser is obligated to continue making the period payment during any period when the display is being rotated, or the copy is changed. Advertiser shall furnish to ViewT copy change 30 days prior to the respective scheduled rotating or desired change. View Transit guarantees extensions for 15 periods from date of installation. Extensions cannot be removed and reinstalled. View Transit cannot store nor be responsible for copy that have been removed past expiration of contract.

**Section 13: HOLD HARMLESS:** ViewT agrees to save Advertiser harmless from any and all claims or demands on account of bodily injury or physical property damage caused by or resulting from the display covered by this Agreement due to the placement or manner of the installation and maintenance of the display, and agree to carry, at its own cost and expense, adequate public liability insurance covering such contingencies so long as this Agreement shall remain in effect. Advertiser agrees to indemnify and save ViewT harmless, including but not limited to any legal fees and costs, from any and all claims or demands based upon the use of any name, picture or other material in the display covered by this Agreement, whether or not trademarked or otherwise protected. ViewT reserves the right to reject or remove any copy from the display that, in its opinion, before or after placing the display in service is objectionable or any way might adversely affect the integrity of the outdoor advertising industry or the professional reputation and goodwill of ViewT.

**Section 14: ASSIGNMENT OF AGREEMENT:** In the event of the sale, transfer, assignment, trade or termination of Advertiser's business, Advertiser agrees to pay not only amount then due, but also all period charges remaining unpaid under this Agreement within 30 days after such sale, transfer, assignment, trade or termination, unless (a) this Agreement is assigned to and accepted in writing by any person, or officer, authorized to bind the firm, corporation or person acquiring Advertiser's business and (b) the assignment is accepted in writing by ViewT; provided, however, even if ViewT accepts such assignment, such acceptance shall not release Advertiser from liability for any and all amounts then due and owing ViewT as well as the balance due over the unexpired term of the Agreement. Should any assignee of Advertiser breach any term of this Agreement, upon such breach, ViewT shall be entitled to invoke any of the remedies identified in this Agreement or otherwise without further notice to Advertiser, against Advertiser or the Assignee or both as ViewT may choose. This Agreement may not be assigned by Advertiser except in strict compliance with this Section 14.

**Section 15: JURISDICTION AND VENUE:** Advertiser agrees and consents to the jurisdiction of the Courts of the State of Illinois, and venue in the County of Cook, for any court proceedings arising from any disputes under this contract. Advertiser agrees there are sufficient minimum contacts by advertiser with the State of Illinois for purposes of personal and subject matter jurisdiction.

**Section 16: CHOICE OF LAW:** Advertiser and ViewT agree to resolve all disputes arising out of and related to this Agreement pursuant to the laws of the State of Illinois.

**Section 17: GENERAL PROVISIONS:** The paragraph headings in this Agreement are used for convenience only. They are not intended to alter or affect the meaning of this Agreement. The invalidity, in whole or in part, of any provision of this Agreement shall not affect the validity or enforceability of any other of its provisions. ViewT's failure to insist in one or more instances upon the performance of any term or terms of this Agreement shall not be construed as a waiver or relinquishment of its right to such performance or the future performances of such term or terms, and Advertiser's obligation shall continue in full force and effect. The word "display" may include more than one display face in such display and accordingly, the rights and remedies of the parties will be appropriately prorated if less than all the display faces in any such display are affected under any of the sections of this Agreement.

**Section 18: ENTIRE AGREEMENT, MODIFICATION AND SUCCESSOR'S INTEREST:** It is understood that this Agreement constitutes the entire Agreement and understanding between the parties and supersedes all prior representation, understandings and Agreements. It is further understood that the terms of this Agreement cannot be waived, amended or modified in any way except by written Agreement by Advertiser and ViewT. Once fully executed, this Agreement shall be binding upon and inure to the benefit of the parties their respective heirs, successors, executors, administrators and assigns.

Customer Signature \_\_\_\_\_

Sean Sullivan, VP of Business Services

Date \_\_\_\_\_

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17209

**SUBJECT: CURRICULUM RECOMMENDATIONS**

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

**RATIONALE:** This recommendation was approved by the College Curriculum Committee on April 3, 2025, and approved by the Academic Senate on April 8, 2025.

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**Submitted to Board by:**



Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

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**Tracy Jennings  
Secretary**

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**Date**

Related forms requiring Board signature: Yes  No

**College Curriculum Committee Summary  
April 3, 2025**

**for**

**Academic Senate, April 8, 2025  
Board of Trustees, April 22, 2025**

***COURSE(S)***

**REVISED COURSE(s)**

- COT 248 Construction Planning & Scheduling;
  - prerequisite from 'None' to 'COT 107 (minimum grade 'C')'; updated course description, Assessment, Course Learning Outcomes (CLO)s, General education Learning Outcomes (GLO)s, textbook, topics, Topical Learning Outcomes (TLO)s
  - Course Fee from \$50 to \$0
  - *Effective: 8/17/2025*
- COT 258 Construction Cost Estimating
  - lecture from 3 to 2; lab from 0 to 2; prerequisite from 'None' to COT 107; updated course description, CLOs, GLOs, textbook, Other Resources, Assessment, topics, TLOs, topical contact hours
  - Course Fee from \$63 to \$0
  - *Effective: 8/17/2025*
- EDU 207 Introduction to Education
  - title to 'Introduction to Educational Methodologies'; updated textbook, CLOs, GLOs
  - *Effective: 8/17/2025*
- VIC 162 Digital Photography
  - updated course description, CLOs, GLOs
  - *Effective: 8/17/2025*
- VIC 163 Digital Studio Photography
  - updated course description, CLOs, GLOs, topical contact hours
  - *Effective: 8/17/2025*
- VIC 286 Portfolio for Digital Video
  - title to 'Advanced Digital Video', updated course description, CLOs, GLOs, Assessment, textbook, 'Other Resources'
  - *Effective: 8/17/2025*
- EGR 195 Programming for Engineering
  - added PHY 106 as a corequisite and prerequisite, updated CLOs, GLOs, Assessment, textbook
  - *Effective: 8/17/2025*
- SRT 100 Surgical Technology Basics
  - updated CLOs and GLOs, Assessment, textbooks, Topics, TLOs, topical contact hours
  - *Effective: 8/17/2025*

- SRT 110 Basic Surgical Skills
  - updated CLOs and GLOs, Assessment, textbooks, Topics, TLOs, topical contact hours
  - *Effective: 8/17/2025*
- SRT 111 Basic Surgical Skills Lab
  - updated CLOs and GLOs, Assessment, textbooks, Topics, TLOs, topical contact hours
  - *Effective: 8/17/2025*
- SRT 120 Basic Surgical Procedures
  - updated CLOs and GLOs, Assessment, textbooks, Topics, TLOs
  - *Effective: 8/17/2025*
- SRT 121 Advanced Surgical Skills Lab
  - updated CLOs and GLOs, Assessment, textbooks, Topics, TLOs
  - *Effective: 8/17/2025*
- SRT 130 Specialty Surgical Procedures
  - updated CLOs and GLOs, Assessment, textbooks
  - *Effective: 8/17/2025*
- SRT 131 Surgical Simulation Lab
  - updated CLOs and GLOs, Assessment, textbooks, Topics, TLOs, topical contact hours
  - *Effective: 8/17/2025*
- SRT 205 Clinical Experience I
  - updated CLOs and GLOs, Assessment, textbooks, TLOs
  - *Effective: 8/17/2025*
- SRT 215 Clinical Experience II
  - updated CLOs and GLOs, Assessment, textbooks, TLOs
  - *Effective: 8/17/2025*

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

Meeting of April 22, 2025

ACTION EXHIBIT NO. 17210

**SUBJECT: AUTHORIZATION TO CONTRACT WITH BLUSKY RESTORATION FOR EMERGENCY WATER DAMAGE REMEDIATION TO R BUILDING THEATER**

**RECOMMENDATION:** That the Board of Trustees authorize the Vice President of Business Services to sign a contract with BluSky Restoration for Emergency Remediation Services at the R Building Theater. Due to roof failure water damage, drywall, insulation, etc. must be replaced. Estimated cost will exceed \$30,000.00 for the Environmental Cleanup and Removal of these finishes. (This is the cost of cleanup only, replacement and repair to follow roof replacement currently in planning stage by the Illinois Capital Development Board).

**RATIONALE:** The R Building Theater sustained water damage following rainfall on March 27, 2025 and April 1, 2025 due to roof failure which caused damage to 25% to 30% of the Auditorium drywall ceiling. Proper environmental clean-up is required to eliminate mold hazards. An insurance claim has been opened. We anticipate that the costs will be covered by our policy and that the deductible on this matter should total \$5,000.00.

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*Sean Sullivan*

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

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Tracy Jennings**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

Chiller Replacements at Buildings A & J

8 firms submitted bids for the Chiller Replacements – Buildings A & J Main Project and 3 firms submitted bids for the Chiller Replacements – Buildings A & J Asbestos Removal. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Thursday, March 27, 2025, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and Gaspare Pitrello, Arcon Associates, Inc. and witnessed by Steve Mazurek and James Pechacek, Maintenance, Danielle Stephens, Purchasing, Brian Schmitt, Arcon Associates, Inc., and representatives from Granite Construction, C. Acitelli, F.E. Moran, Inc., Helm Mechanical, and Quality Control Systems.

It is recommended that the Board of Trustees accept the proposal submitted by Oak Brook Mechanical Services for the Main Project and Valor Technologies for the Asbestos Removal in accordance with their low specified bids. These items were competitively bid according to state statutes.

COMPANY	NET COST
Oak Brook Mechanical Services, Inc. 961 S. Route 83 Elmhurst, IL 60126	\$3,070,100.00
Valor Technologies, Inc. 3 North Point Court Bolingbrook, IL 60440	\$32,956.00

APPROVED:

  
Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	02-70900501-580400005
A/C Name	Construction: Building Remodeling >50K
FY26 Budget	\$ 7,585,804.00
Prev. Expend.	\$ 0.00
Schedule	\$ 3,103,056.00
Balance	\$ 4,482,748.00

## Memorandum

March 31, 2025

To: Sean Sullivan  
V.P. Business Services

From: John Lambrecht  
Associate Vice President, Facilities



RE: Chiller Replacements – Buildings A & J



Operations & Maintenance

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Triton College received 8 bids from vendors for the Chiller Replacements – Buildings A & J Main Project and 3 bids from vendors for the Chiller Replacements – Buildings A & J Asbestos Removal.

The lowest, qualified bidder for the Chiller Replacements – Buildings A & J Main Project was Oak Brook Mechanical Services, in the Base Bid amount of \$3,070,100.00.

The lowest, qualified bidder for the Chiller Replacements – Buildings A & J Asbestos Removal was Valor Technologies in the Base Bid amount of \$32,956.00.

Arcon Associates, Inc. has carefully reviewed the bids and recommends that the project be awarded to Oak Brook Mechanical Services, in the Base Bid amount of \$3,070,100.00 for the Main Project and Valor Technologies in the Base Bid amount of \$32,956.00 for the Asbestos Removal.

I support this recommendation and agree that the bid should be awarded to Oak Brook Mechanical Services, in the Base Bid amount of \$3,070,100.00 for the Main Project and Valor Technologies in the Base Bid amount of \$32,956.00 for the Asbestos Removal.

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

John



March 31, 2025

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

RE: **BID RECOMMENDATION  
CHILLER REPLACEMENTS – BUILDINGS A & J  
TRITON COLLEGE  
PROJECT NO. 24103**

Dear Mr. Lambrecht:

On Thursday, March 27, 2025, at 2:00 P.M. ten (10) sealed bids were publicly opened and read for the Chiller Replacements – Buildings A & J project. The Base Bids include the project contingencies. The low bidders for each of the Base Bids are as follows:

<u>BASE BID</u>	<u>CONTRACTOR</u>	<u>TOTALS</u>
Base Bid 1	Oakbrook Mechanical Services, Inc.	\$3,070,100.00
Base Bid 2 (Abatement)	Valor Technologies, Inc.	\$ 32,956.00

We have reviewed the bids and contacted the low bidders. Each bidder listed above has confirmed their bid proposal and had demonstrated an understanding of scope, phasing and scheduling requirements of their respective bid package.

Each contractor has performed on previous Triton projects with favorable results. Therefore, ARCON recommends that the Board of Trustees, Triton College award contracts to the above bidders in the Base Bid amounts listed above.

Attached is the Bid Tabulation Sheet for your review. Please note that Granite Construction Company requested their bid for the abatement be withdrawn. See attached letter.

Sincerely,  
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Gaspare Pitrelo".

Gaspare P. Pitrelo, ALA  
Principal

Attachments

BS/rac  
J:\Triton College\24103 Chiller Replacement @ Building J\1 Docs\Corr\24103L001.docx

Project: CHILLER REPLACEMENTS - BUILDINGS A & J  
 Owner: Triton College  
 Project No.: 24103  
 Bid Date/Time: Thursday, March 27, 2025 @ 2:00 P.M.



	CONTRACTOR	AD.1	BID BOND	BASE BID No. 1 +10% CONTINGENCY	BASE BID No. 2 (ABATEMENT) +10% CONTINGENCY	
1	Oak Brook Mechanical Services, Inc.	X	X	\$3,070,100.00		
2	C. Acitelli Heating and Piping Contractors	X	X	\$3,135,000.00		
3	Ideal Heating Co.	X	X	\$3,362,332.60		
4	Granite Construction	X	X	\$3,978,809.46	\$13,479.94*	
5	FE Moran	X	X	\$3,111,900.00		
6	AMS Industries	X	X	\$4,718,860.00		
7	Valor Technologies Inc.	X	X		\$32,956.00	
8	Colfax Corporation	X	X		\$37,400.00	
9	Quality Control Systems	X	X	\$3,159,200.00		
10	Helm Mechanical	X	X	\$3,072,300.00		
11						
12						

\* Granite Construction has withdrawn their bid for Base Bid 2 work, Abatement. See attached letter.

Electrician Services

4 firms submitted bids for Electrician Services. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 1:00 p.m. local time, Thursday, March 27, 2025, the bids were publicly opened and read aloud in room A-300, by John Lambrecht, Operations & Maintenance, and witnessed by Steve Mazurek & James Pechacek, Operations & Maintenance, Danielle Stephens, Purchasing, and representatives from Meco Electric, Prime Electric, and Fairfield Electric.

The period of the contract for electrical repair services shall commence on July 1, 2025 and shall terminate June 30, 2026. The College reserves the right to renew the contract for four additional one (1)-year periods with term changes limited to consumer price index for the Chicago metro area / industry / prevailing wage / union rates adjustments, and a review of contract performance by vendor for the previous year. The College shall be under no obligation to renew the contract from year to year.

It is recommended that the Board of Trustees accept the proposal submitted by G & M Electrical Contractors in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

COMPANY	NET / ANNUAL COST
G & M Electrical Contractors 1746 N. Richmond Chicago, IL 60647	\$750,000.00

APPROVED:

  
Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	02-70100510-530400010
A/C Name	BO1: Maintenance Services
Budget (FY2026)	\$ 1,611,400.00
Prev. Expend.	\$ 0.00
Schedule	\$ 750,000.00
Balance	\$ 861,400.00
Budget (FY2027)	\$ 780,000.00
Budget (FY2028)	\$ 811,200.00
Budget (FY2029)	\$ 843,648.00
Budget (FY2030)	\$ 877,394.00

## Memorandum

April 02, 2025



Operations & Maintenance

To: Sean Sullivan  
V.P. Business Services

From: John Lambrecht  
Associate Vice President, Facilities

A handwritten signature in black ink, appearing to be "JL", is placed to the right of the name John Lambrecht.

RE: Electrician Services / Vendor Recommendation

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Triton College received 4 bids from vendors for Electrician Services.

After carefully reviewing the bids, I recommend that the Electrician Services contract be awarded to G & M Electrical Contractors of Chicago, IL. G & M Electrical Contractors offered the lowest cumulative hourly rates compliant bid for the anticipated services and exceeds the minimum requirements as required in the RFP.

I recommend that we enter into an agreement with G & M Electrical Contractors for \$750,000.00 for FY26 for projected projects and repairs.

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

John

Electrician Services Bid Tabulation  
03/27/2025

	MECO Electric Co., Inc		G & M Electric		Fairfield Electric		Prime Electric	
		x 2080		x2080		x2080		x2080
Bid Bond	X		X		X		X	
Addendums Referenced	N/A		N/A		N/A		N/A	
Foreman Electrician Regular	\$130.16	\$270,732.80	\$130.75	\$271,960.00	\$154.00	\$320,320.00	\$162.00	\$336,960.00
Foreman Electrician OT	\$183.85		\$186.53		\$219.00		\$229.00	
Foreman Electrician DT	\$239.58		\$242.31		\$284.00		\$297.00	
Journeyman Electrician Regular	\$123.49	\$256,859.20	\$123.05	\$255,944.00	\$142.00	\$295,360.00	\$149.00	\$309,920.00
Journeyman Electrician OT	\$173.84		\$175.25		\$201.00		\$210.00	
Journeyman Electrician DT	\$226.24		\$227.43		\$260.00		\$272.00	
Communication C Card Electrician Regular	\$94.56	\$196,684.80	\$102.50	\$213,200.00	\$128.00	\$266,240.00	\$124.00	\$257,920.00
Communication C Card Electrician OT	\$135.53		\$135.40		\$168.00		\$164.00	
Communication C Card Electrician DT	\$167.87		\$168.30		\$209.00		\$204.00	
Apprentice Electrician Regular			\$104.60		\$102.00		\$101.00	
Apprentice Electrician OT			\$149.00		\$144.00		\$143.00	
Apprentice Electrician DT			\$193.50		\$185.00		\$184.00	
Electrician & Bucket Truck	\$173.49		\$200.00		\$315.00		\$324.00	
Material Mark-Up %	12%		15%		10%		10%	
<b>Column Totals</b>		<b>\$724,276.80</b>		<b>\$741,104.00</b>		<b>\$881,920.00</b>		<b>\$904,800.00</b>

\* MECO Electric did not meet all of the qualifications

Plumbing Services

3 firms submitted bids for Plumbing Services. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Thursday, March 27, 2025, the bids were publicly opened and read aloud in room A-300, by John Lambrecht, Operations & Maintenance, and witnessed by Steve Mazurek & James Pechacek, Operations & Maintenance, Danielle Stephens, Purchasing, and representatives from JOS Plumbing and T & J Plumbing.

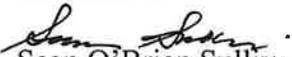
The period of the contract for plumbing repair services shall commence on July 1, 2025 and shall terminate June 30, 2026. The College reserves the right to renew the contract for four additional one (1)-year periods with term changes limited to consumer price index for the Chicago metro area / industry / prevailing wage / union rates adjustments, and a review of contract performance by vendor for the previous year. The College shall be under no obligation to renew the contract from year to year.

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

Recommendation along with tabulation is attached.

COMPANY	NET / ANNUAL COST
T & J Plumbing, Inc. 5251 W. Belmont Chicago, IL 60641	\$380,000.00

APPROVED:

  
Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	02-70100510-530400010
A/C Name	BO1: Maintenance Services
Budget (FY2026)	\$ 1,611,400.00
Prev. Expend.	\$ 0.00
Schedule	\$ 380,000.00
Balance	\$ 1,231,400.00
Budget (FY2027)	\$ 395,200.00
Budget (FY2028)	\$ 411,008.00
Budget (FY2029)	\$ 427,448.32
Budget (FY2030)	\$ 444,546.25

## Memorandum

April 02, 2025



Operations & Maintenance

To: Sean Sullivan  
V.P. Business Services

From: John Lambrecht  
Associate Vice President, Facilities

A handwritten signature in black ink, appearing to be "JL", is written over the name John Lambrecht.

RE: Plumbing Services / Vendor Recommendation

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Triton College received 3 bids from vendors for Plumbing Services.

After carefully reviewing the bids, I recommend that the Plumbing Services contract be awarded to T & J Plumbing, Inc. T & J Plumbing, Inc. offered the lowest hourly rates compliant bid for the anticipated services.

I recommend that we enter into an agreement with T & J Plumbing, Inc. for \$380,000.00 for FY26 for projected projects and repairs.

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

John

Plumbing Services Bid Tabulation  
03/27/2025

	JOS Services	T & J Plumbing	Helm Plumbing
Bid Bond	X	X	X
Addendums Referenced	N/A	N/A	N/A
Foreman Plumber Regular	\$135.00	\$125.00	\$152.00
Foreman Plumber OT	\$175.00	\$175.00	\$228.00
Foreman Plumber DT	\$215.00	\$200.00	\$304.00
Journeyman Plumber Regular	\$135.00	\$149.90	\$152.00
Journeyman Plumber OT	\$175.00	\$191.00	\$228.00
Journeyman Plumber DT	\$215.00	\$225.00	\$304.00
Apprentice Year 3 Plumber Regular	\$108.00	\$102.00	\$152.00
Apprentice Year 3 Plumber OT	\$140.00	\$145.00	\$228.00
Apprentice Year 3 Plumber DT	\$172.00	\$170.00	\$304.00
Material Mark-Up %	12%	5%	15%

\* JOS Services did not meet the minimum qulaifications