



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, October 17, 2023

- I. CALL TO ORDER** October 17, 2023 at 6:30 p.m.
Boardroom, A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LX**
Minutes of the Regular Board Meeting of September 26, 2023, No. 4
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
 - A. Action Exhibits
 - 16944 Budget Transfers
 - 16945 Release of Music Instruments
 - 16946 Adorama – Purchase of Computer Peripherals
 - 16947 Agreement with Rosemont Theatre
 - 16948 Agreement with Advocate Health and Hospitals Corporation

- 16949 S.E.E.D. Student Community Employment Experience – McDonald’s
River Grove
- 16950 S.E.E.D. Student Community Employment Experience – Leyden
Township

B. Purchasing Schedules

C Bills and Invoices

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

E Human Resources Report

XIV. COMMUNICATIONS – INFORMATION

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

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:35 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Naidelin Alvarez, Mr. Luke Casson, Mr. Tracy Jennings,
Mr. Glover Johnson, Mr. Rich Regan, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mrs. Elizabeth Potter.

APPROVAL OF BOARD MINUTES

Ms. Viverito made a motion, seconded by Mr. Johnson, to approve the minutes of the Regular Board Meeting of August 22, 2023. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Leslie Wester commented how nice it is to see so many people on campus as she discussed the fun of the Corn Roast and the upcoming Fall Family Fun Fest this Saturday, September 30.

Mid-Management Association President Dorota Krzykowska reported on Mid-Management involvement with the Early College department in strengthening relationships with our high school partners, with dual credit/dual enrollment numbers greatly increasing this year. Dual enrollment cohorts will be expanded next year to include more programs of study.

Classified Association President Renee Swanberg reported that Classified staff have been very busy with the beginning of the semester and events like Welcome Week, Corn Roast, and Fall Family Fun Fest.

Adjunct Faculty Association President Bill Justiz reported that it was an overall great start for the fall semester, and a lot of Adjunct Faculty will be participating in Fall Family Fun Fest this weekend.

STUDENT SENATE REPORT

TCSA President Journey Manuel reported that she and Student Trustee Alvarez attended the ICCB Student Advisory Committee last week and discussed college affordability and Student Advocacy Day. She also discussed new initiatives for students, including Troy Ride, where students can get free rides to home, work, or clinicals, and Troy Mart, which is an extension of the food pantry. Lastly, Ms. Manuel reported on successful student events like the Corn Roast and Movie on the Mounds, and student involvement in the upcoming Fall Family Fun Fest.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month, reviewed items pertaining to academic and student affairs, are supportive of the items, and recommend their approval by the Board of Trustees.

Finance/Maintenance & Operations

Mr. Jennings reported that the committee met on September 13, reviewed fifteen new business items, and forwarded all to the Board with a unanimous recommendation for approval.

ADMINISTRATIVE REPORT

None.

PRESIDENT'S REPORT

President Mary-Rita Moore reported that the FY 24 Budget is on the agenda for approval tonight, and thanked the cost center managers and Business Office team for their work during the year-long process of bringing this document together.

CHAIRMAN'S REPORT

Chairman Stephens commented that five different people have talked to him positively about Triton College since the last Board meeting. This included the parent of a dual credit student who is pleased with their child's experience, and others impressed by our beautiful campus. Mr. Stephens expressed his appreciation to everyone at the college responsible for this great feedback.

NEW BUSINESS

ACTION EXHIBITS

16928 Approval of FY 2023 Audit

Christine Torres of Crowe LLP reported that the FY 23 Audit is the best audit than can be received, with an unmodified opinion and no exclusions. The Finance team was thanked and congratulated for their work.

16929 Certification of Chargeback Reimbursement for FY 2024

16930 Approval of FY 2024 Annual Budget

16931 FY 2024 Student Activities Budget and Expenditures

16932 Housing Agreement with Concordia University

16933 Intergovernmental Agreement with River Grove – Fifth Avenue Benches

16934 Facility Fee Waiver: State of Illinois Capital Development Board

16935 Facility Fee Waiver: West 40

16936 COTG – Smart Technology Classroom Refresh

16937 S.E.E.D. Student Community Employment Experience – Northlake Public Library

16938 S.E.E.D. Student Community Employment Experience – Portillo's Forest Park

16939 TECS Training Agreement with Toyota Motor Sales, USA

16940 Independent Contractor Agreement with Zuccarello and Associates

- 16941 Triton Tutoring Services at Oak Park Community Recreation Center**
- 16942 Tuition Rate for Respiratory Care Program**
- 16943 Curriculum Recommendations**

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

BILLS AND INVOICES

Mr. Jennings made a motion, seconded by Mr. Regan, to pay the Bills and Invoices in the amount of \$1,484,182.06.

Roll Call Vote:

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

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

CLOSED SESSION

Ms. Alvarez made a motion 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, seconded by Mr. Regan.

Roll Call Vote:

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

Motion carried 6-0 with the Student Trustee voting yes. The Board went into Closed Session at 6:55 p.m.

RETURN TO OPEN SESSION

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

Roll Call Vote:

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

Motion carried 6-0 with the Student Trustee voting yes. The Board returned to Open Session at 7:37 p.m.

HUMAN RESOURCES REPORT

1.0 Faculty

Mr. Casson made a motion, seconded by Mr. Johnson, to approve pages 1 and 2 of the Human Resources Report, items 1.1.01 through 1.7.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Ms. Alvarez made a motion, seconded by Mr. Casson, to approve pages 3 through 11 of the Human Resources Report, items 2.1.01 through 2.7.02. Voice vote carried the motion unanimously.

3.0 Administration

Ms. Alvarez made a motion, seconded by Mr. Regan, to approve page 12 of the Human Resources Report, items 3.1.01 through 3.4.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Mr. Jennings made a motion, seconded by Mr. Casson, to approve pages 13 through 16 of the Human Resources Report, items 4.1.01 through 4.6.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Ms. Alvarez made a motion, seconded by Mr. Casson, to approve pages 17 and 18 of the Human Resources Report, items 5.1.01 through 5.2.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Ms. Alvarez made a motion, seconded by Mr. Casson, to approve pages 19 through 23 of the Human Resources Report, items 6.1.01 through 6.4.01. Voice vote carried the motion unanimously.

7.0 Other

Mr. Jennings made a motion, seconded by Ms. Alvarez, to approve pages 24 and 25 of the Human Resources Report, items 7.1.01 through 7.5.01. Voice vote carried the motion unanimously.

ADJOURNMENT

With no further business before the Board, the Chairman asked for a motion to adjourn the Regular Meeting of the Board. Motion was made by Ms. Alvarez to adjourn the meeting, seconded by Mr. Jennings. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:41 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 October 17, 2023

ACTION EXHIBIT NO. 16944

SUBJECT: BUDGET TRANSFERS

RECOMMENDATION: That the Board of Trustees approve the attached proposed budget transfers to reallocate funds to object codes as required.

RATIONALE: Transfers are recommended to accommodate institutional priorities. See description on attached forms.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

**PROPOSED BUDGET TRANSFERS - FY 2024
FOR THE PERIOD 09/1/23 to 9/30/23**

FROM		
ID#	AREA	ACCT #
EDUCATION FUND		
1	Professional Development	01-80900540-540100110

TO		
AREA	ACCT #	AMOUNT
Professional Development	01-80900540-550200005	\$ 55.00
TOTAL EDUCATION FUND		\$ 55.00

FROM		
ID#	AREA	ACCT #
RESTRICTED FUND		
#REF!	TitleV Yr5 10/01/22 - 09/30/23	06-30205015-510600010

TO		
AREA	ACCT #	AMOUNT
TitleV Yr5 10/01/22 - 09/30/23	06-30205015-540900505	\$ 35,550.00
TOTAL RESTRICTED FUND		\$ 35,550.00

TOTAL PROPOSED BUDGET TRANSFERS		\$ 35,605.00
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Budget Transfer Form

Dollar Amount

\$55.00

From what Budget Account

01 80900540 540100110

Object Code Description

Office Supplies

To what Budget Account

01 80900540 550200005

In 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:

I use less office supplies since much of the work is now online.

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

I need to travel to waubensee CC to pick up supplies for the Staff Exchange.

Required Signatures

Requestor

DocuSigned by: Susan Rohde 9/11/2023

Cost Center Manager

DocuSigned by: Susan Rohde 9/11/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Purva DeVol 9/11/2023

Area Vice President

DocuSigned by: Sean Sullivan 9/11/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR

Entered by: B7073DS 9/27/23

VP of Business Services: Sun 9/26/23

Budget Transfer Form

Dollar Amount

\$35,550

From what Budget Account

06 30205015 510600010

Object Code Description

Title V Yr5 Clerical Part Time

To what Budget Account

06 30205015 540900505

Title V Yr5 Other Materials and Supplies

Is this a Grant?
Yes No

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

Grant Accountant? Gerardo Porras-Nava

Include Attachments: Yes No

Rationale:

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

There are enough funds left in the budget to cover projected expenses. This is an allowable transfer under the Title V grant guidelines

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

Funds needed to cover additional expenses for Transfer Center and other Title V events in September.

Required Signatures

Requestor

DocuSigned by: Delisha Fletcher 8/24/2023

Cost Center Manager

DocuSigned by: Gerardo Porras Nava 9/5/2023

Associate Dean (if Applicable)

DocuSigned by: 9/5/2023

Dean (if Applicable)

Jeanette Bartley 9/5/2023

Associate Vice President

DocuSigned by: Paul Jensen 9/5/2023

Area Vice President

DocuSigned by: Susan Campos 9/5/2023

BUSINESS OFFICE APPROVALS

Grant Accountant:

[Signature]

Asst. Director of Finance

Exec. Director of Finance:

[Signature]

Exec. Dir. of Bus. Operations:

[Signature]

Entered by: B7071059/27/23

VP of Business Services: *[Signature]* 9/7/23

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

Meeting of October 17, 2023

ACTION EXHIBIT NO. 16945

SUBJECT: RELEASE OF MUSIC INSTRUMENTS

RECOMMENDATION: That the Board of Trustees approve the release of one (1) Musser M55 vibraphone (in “as is” condition) and one (1) Oeagan Concert Chimes (in “as is” condition) to the Century Mallet Instrument Service, LLC, for the amount of \$1,000 per instrument, for a total value of \$2,000.

RATIONALE: Both instruments were fully inspected and estimated for repair by the Triton vendor Quinlan and Fabish. The estimated cost to repair and restore both instruments is nearly \$9,000. This repair is higher than the cost of new instruments and does not include the additional purchase of a field frame designed to protect instruments during transport. The Visual and Performing Arts Department had budgeted and purchased a new vibraphone (with a protective field frame) during Fiscal Year 2023.

Sean Sullivan

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

Board Officers' Signatures Required:

_____	_____	_____
Mark R. Stephens Chairman	Tracy Jennings Secretary	Date

Related forms requiring Board signature: Yes No

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

Meeting of October 17, 2023

ACTION EXHIBIT NO. 16946

SUBJECT: ADORAMA – PURCHASE OF COMPUTER PERIPHERALS

RECOMMENDATION: That the Board of Trustees approve the purchase of computer software and peripherals from Adorama for Fiscal Year 2024 not-to-exceed amount of \$28,000.

RATIONALE: It will allow the purchase of toner and printer ink not carried by our current vendor genesisOne to be utilized in the Visual Communication and Graphics computer labs. Adorama delivers pricing under the IPHEC-N-1 Computer Peripherals purchasing contract. Purchases of data processing equipment and software are exempt from bidding by state statute ILCS 5/10-20.21.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

Adorama

42 West 18th Street
New York, NY 10011 800-223-2500
adorama.com
info@adorama.com

QUOTE



2271621

09/11/2023

BILLING ADDRESS:

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Att: ACCOUNTS PAYABLE
2000 FIFTH AVE
RIVER GROVE, IL 60171 USA
(708) 456-0300

SHIPPING ADDRESS:

TRITON COLLEGE
Att: ACCOUNTS PAYABLE
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(708) 456-0300

Customer No: 1206139
Customer PO: RFQ-08831660
Terms:

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SKU#	Item	Qty	Price	Total
IHPCH644A	HP 771 DESIGNJET MAINTENANCE CARTRIDGE	4	80.10	320.40
Mfg Item#: CH644A				
IHPB6Y18A	HP 771A INK CARTRIDGE - YELLOW	2	322.20	644.40
Mfg Item#: B6Y18A				
IHPB6Y17A	HP 771A INK CARTRIDGE - MAGENTA -	3	322.20	966.60
Mfg Item#: B6Y17A				
IHPB6Y22A	HP 771A INK CARTRIDGE - LIGHT GRAY	2	322.20	644.40
Mfg Item#: B6Y22A				
IHPB6Y21A	HP 771A INK CARTRIDGE - PHOTO BLACK	1	322.20	322.20
Mfg Item#: B6Y21A				
IHPB6Y20A	HP 771A INK CARTRIDGE - LIGHT CYAN	1	322.20	322.20
Mfg Item#: B6Y20A				
IHPB6Y19A	HP 771A INK CARTRIDGE - LIGHT MAGENTA	1	322.20	322.20
Mfg Item#: B6Y19A				
IHPB6Y16A	HP 771A INK CARTRIDGE - CHROMATIC RED -	1	322.20	322.20
Mfg Item#: B6Y16A				
IHPCE018A	HP 771 MAGENTA/YELLOW DESGNJET PRINTHEAD	1	227.70	227.70
Mfg Item#: CE018A				
IHPCE019A	HP 771 LT MGNT/LT CYAN DSGNJT PRINTHEAD	2	227.70	455.40
Mfg Item#: CE019A				
IHPCE020A	HP 771 PHTO BK/LT GRAY DSGNJT PRINTHEAD	2	227.70	455.40
Mfg Item#: CE020A				
IHPCE017A	HP 771 MATTE BK/RED DESIGNJET PRINTHEAD	2	227.70	455.40
Mfg Item#: CE017A				
IEST804136	EPSON MAINT TANK F/SURECOLOR P F/P6000	6	44.10	264.60
Mfg Item#: T699700				
IESPT46Y100	EPSON UC PRO10 PH BLACK INK CART, 50ML	3	39.60	118.80

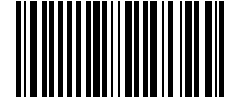
Ship Via: UPS Ground Delivery

Salesman 1602 - michel



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 RIVER GROVE, IL 60171 USA
 (708) 456-0300

SHIPPING ADDRESS:

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 (708) 456-0300

Customer No: 1206139
 Customer PO: RFQ-08831660
 Terms:

Any item/s showing as "back-order"?

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SKU#	Item	Qty	Price	Total
Mfg Item#: T46Y100				
IESPT46Y200	EPSON UC PRO10 CYAN BLK INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46Y200				
IESPT46Y300	EPSON UC PRO10 MAGENTA INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46Y300				
IESPT46YD00	EPSON UC PRO10 VIOLET INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46YD00				
IESPT46Y700	EPSON UC PRO10 GRAY INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46Y700				
IESPT46Y600	EPSON UC PRO10 L MAGENTA INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46Y600				
IESPT46Y800	EPSON UC PRO10 MATTE BK INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46Y800				
IESPT46Y900	EPSON UC PRO10 L GRAY INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46Y900				
IESPT46Y400	EPSON UC PRO10 YELLOW INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46Y400				
IESPT46Y500	EPSON UC PRO10 L CYAN INK CART, 50ML	3	39.60	118.80
Mfg Item#: T46Y500				
IEST44PD20	EPSON UC PRO12 VIOLET INK CART 350ML	3	138.60	415.80
Mfg Item#: T44PD20				
IEST44P320	EPSON UC PRO12 VIVID MAG INK CART 350ML	3	138.60	415.80
Mfg Item#: T44P320				
IEST44P220	EPSON UC PRO12 CYAN INK CART 350ML	3	138.60	415.80
Mfg Item#: T44P220				
	Above item is a special order item			
IEST44P120	EPSON UC PRO12 PHOTO BLK INK CART 350ML	3	138.60	415.80



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Salesman 1602 - michel



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SKU#	Item	Qty	Price	Total
Mfg Item#: T44P120				
	Above item is a special order item			
IEST44P420	EPSON UC PRO12 YELLOW INK CART 350ML	3	138.60	415.80
Mfg Item#: T44P420				
	Above item is a special order item			
IEST44P520	EPSON UC PRO12 L CYAN INK CART 350ML	3	138.60	415.80
Mfg Item#: T44P520				
IEST44P820	EPSON UC PRO12 MATTE BLK INK CART 350ML	3	138.60	415.80
Mfg Item#: T44P820				
IEST44P920	EPSON UC PRO12 L GRAY INK CART 350ML	3	138.60	415.80
Mfg Item#: T44P920				
	PLEASE NOTE: LIGHT LIGHT BLACK IS GRAY			
IEST44P620	EPSON UC PRO12 VIVID MAG INK CART 350ML	3	138.60	415.80
Mfg Item#: T44P620				
IEST44P720	EPSON UC PRO12 L BLACK INK CART 350ML	3	138.60	415.80
Mfg Item#: T44P720				
IEST44PA20	EPSON UC PRO12 ORANGE INK CART 350ML	3	138.60	415.80
Mfg Item#: T44PA20				
	Above item is a special order item			
IEST44PB20	EPSON UC PRO12 GREEN 350ML INK CARTRIDG	3	138.60	415.80
Mfg Item#: T44PB20				
XE106R04049	XEROX ORIGINAL TONER CARTRIDGE, HIGH YI	2	368.09	736.18
Mfg Item#: 106R04049				
XE106R04048	XEROX ORIGINAL TONER CARTRIDGE, HIGH YI	2	476.99	953.98
Mfg Item#: 106R04048				
XE106R04046	XEROX ORIGINAL TONER CARTRIDGE, HIGH YI	2	453.59	907.18
Mfg Item#: 106R04046				

Ship Via: UPS Ground Delivery

Salesman 1602 - michel



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 RIVER GROVE, IL 60171 USA
 (708) 456-0300

SHIPPING ADDRESS:

TRITON COLLEGE
 Att: ACCOUNTS PAYABLE
 2000 FIFTH AVE
 RIVER GROVE, IL 60171 USA
 (708) 456-0300

Customer No: 1206139
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 Terms:

Any item/s showing as "back-order"?

An item listed as "back-order" is on order with the supplier and is temporarily out of stock. These items will ship soon. Most backordered items ship within 10 business days. We never charge additional shipping as a result of a back-order. Please feel free to contact us for additional info at www.adorama.com/email.

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XE106R04047	XEROX ORIGINAL TONER CARTRIDGE, HIGH YI Mfg Item#: 106R04047	2	476.99	953.98

Sub Total: 15452.02
 Shipping: .00
 Tax: .00
 Quote Total: 15452.02

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 To place order or for any help, call Michele Pardes at (800) 223-2500 x 2148 or email at michelep@adorama.com

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

Meeting of October 17, 2023

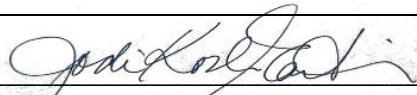
ACTION EXHIBIT NO. 16947

SUBJECT: AGREEMENT WITH ROSEMONT THEATRE

RECOMMENDATION: That the Board of Trustees approve the rental agreement with Rosemont Theatre. This Agreement will allow Triton use of the Rosemont Theatre on Saturday, May 18, 2024, for the annual commencement ceremony. This Agreement will not exceed a maximum value of \$44,955.00.

RATIONALE: The College is in need of larger auditorium space to house its' annual commencement ceremony in order to accommodate the needs of our graduates and their families. The Rosemont Theatre is a larger facility and allows for enhancements to Triton's ceremony.

Submitted to Board by: _____



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

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No



ROSEMONT THEATRE LICENSE AGREEMENT

This REVISED License Agreement is entered into this 8th day of September 2023 by and between the Village of Rosemont, (hereinafter referred to as the “Licensor”),

Triton College
2000 N. 5th Ave.
River Grove, IL 60171

and

(hereinafter referred to as the “Licensee”).

W I T N E S S E T H:

WHEREAS, Licensee desires to obtain a license which will allow Licensee to use and occupy the Rosemont Theatre for the purpose of conducting a meeting or similar event known as:

Triton College Commencement
2024
May 18, 2024

Said meeting is hereinafter referred to as “the Meeting”. The term Meeting shall be construed to include all presentations, seminars, lectures and the like given or supervised by Licensee, and

WHEREAS, Licensor owns operates and manages the Rosemont Theatre and has the authority to enter into this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth below, the Licensor and Licensee agree as follows:

1. LICENSED SPACE

(a) Licensor grants to Licensee the right to use all the areas of the Rosemont Theatre, which Licensor deems necessary for the Meeting to occur, including such dressing rooms and storage areas as are reasonably required for conducting the Meeting. These areas are hereinafter referred to as the Licensed Space. Licensee agrees to conduct the Meeting in the Rosemont Theatre on the dates and at the times specified in Section 2 of this Agreement.

(b) Licensee shall not make alterations or improvements to the Licensed Space or the Rosemont Theatre without the prior written approval of the Licensor. Any improvements or alterations that may be made by Licensee to the Licensed Space or the Rosemont Theatre shall be undertaken and completed in compliance with all applicable federal, state and local ordinances, laws, rules and regulations and in accordance with any recommendations or requirements of Licensee's and Licensor's insurance carriers.

(c) Licensor has not made any promise or agreement to alter, remodel or improve the Licensed Space or the Rosemont Theatre; and has made no representations regarding the condition of the Licensed Space or the Rosemont Theatre unless such promise, agreement, or representation is contained in this Agreement.

2. USE DATE AND TIME

(a) The use of the Licensed Space by Licensee shall begin at 3:00pm on May 18, 2024 for the purpose of conducting the SHOW/MEETING and shall end at 6:00pm on May 18, 2024.

(b) Move-in time for the purpose of setting up any and all equipment, exhibits or scenery which may be necessary for the presentation of the Meeting and/or for holding rehearsals shall begin at 8:00am o'clock on May 18, 2024.

(c) Licensee must remove its equipment, scenery and other property from the Rosemont Theatre and vacate the Rosemont Theatre no later than 11:59pm o'clock on May 18, 2024.

(d) The period which begins at 8:00am on May 18, 2024 ends at 11:59pm on May 18, 2024 is hereinafter referred to as the "Use Date(s)".

(e) Licensee shall use the Licensed Space for the purpose of setting up for, rehearsing and conducting the Meeting and for no other purpose.

(f) Licensee shall have access to the Licensed Space on the Use Date(s) during the periods from 8:00 a.m. until 11:59 p.m. provided that a duly designated employee or other representative of the Licensor is present in the Rosemont Theatre. If Licensee desires access to the Licensed Space at other times such access shall be provided at the discretion of the Licensor and then, only if Licensee agrees to pay any costs and expenses incurred by Licensor in providing such access.

(g) Licensee shall indemnify and hold the Licensor harmless from any loss or liability resulting from Licensee's failure to fully vacate the Licensed Space at the end of the Use Date(s), including, but not limited to, consequential damages.

3. FEE

(a) Licensee agrees to pay Licensor a license fee of \$40,455.00 (Includes rent, projectionist, projector and screen, 500 onsite parking spaces) for the use of the Licensed Space.

(b) Licensee further agrees to pay Licensor \$ 500.00 per hour for every hour or fraction thereof after 11:59pm o'clock on May 18, 2022 during which the Licensee has not fully vacated the Licensed Space.

4. DEPOSITS

(a) Licensee agrees to pay \$-0-with the return of this signed Agreement as a non-refundable deposit. Licensee further agrees that additional non- refundable deposits will be made as follows:

\$40,455.00 + \$4,500.00 for Streaming no later than May 1, 2024

(b) Licensee further agrees that upon receipt of written notice from Licensor it will make additional deposits with Licensor of such sums that Licensor feels are necessary to cover the reimbursable costs set forth in Section 5(b) and 5(c) which Licensor reasonably anticipates it will incur on behalf of Licensee in regard to the presentation of the Meeting.

5. REIMBURSABLE COSTS

(a) Licensee shall provide Licensor with a complete list of all personnel, equipment and services which Licensee desires Licensor to provide along with the time of day that they will be required. This complete list shall be delivered to the Operations Manager of the Rosemont Theatre as soon as possible.

(b) Licensee agrees that it will reimburse the Licensor for the costs the Licensor incurs in supplying the following personnel, equipment and services for the Meeting.

<u>In House Sound:</u>	<u>included in rent</u>
<u>In House Lights:</u>	<u>included in rent</u>
<u>Ushers</u>	<u>included in rent</u>
<u>Stagehands:</u>	<u>included in rent</u>
<u>Screen/Projector</u>	<u>included in rent</u>
<u>Projectionist</u>	<u>included in rent</u>
<u>Electricians:</u>	<u>included in rent</u>
<u>Teamsters and Loaders</u>	<u>included in rent</u>
<u>Live Streaming</u>	<u>\$4,500.00 (in stagehands contract)</u>
<u>Wardrobe</u>	<u>N/A</u>
<u>Musicians</u>	<u>N/A</u>

Security	Included in rent
Telephone:	N/A
Confetti Clean-up	\$500.00 (if needed)
Hi-Speed Internet	Included in Rent
<u>Additional Reimbursable Expenses: TBD</u>	

FULL EXPENSES TO BE DETERMINED AT A LATER DATE.

(c) Licensee further agrees to reimburse Licensor for any costs incurred by Licensor which are not specified in Section 5(b) that are incurred on behalf of Licensee as a result of the conducting of the Meeting without regard to whether such costs are incurred by Licensor before, during or after the Use Date(s). Such costs shall include, but may not be limited to, Licensee’s requests for Licensor to incur additional COVID-19 prevention or mitigation measures for the Meeting. Licensor shall immediately notify Licensee that it is necessary for Licensor to incur additional costs for which reimbursement from Licensee will be required and, if time permits, notice shall be made in writing to the Licensee. Licensee shall be permitted to disapprove the incurring of such additional costs. However, Licensor shall have the right to incur costs despite Licensee’s disapproval where the costs are incurred for the purpose of insuring the safety and well being of persons in or around the Rosemont Theatre or for the protection of property in and around the Rosemont Theatre. Licensee shall be required to reimburse Licensor for all such costs incurred by Licensor despite Licensee’s disapproval. Unless otherwise agreed, Licensor shall have the sole discretion to select the personnel of Licensor who will be providing the services set forth in Section 5(b) and to determine their qualifications.

6. PAYMENT FOR DAMAGES

(a) Licensee agrees to leave the Licensed Space in the same condition that it is in at the commencement of the Use Date(s), ordinary wear excepted.

(b) Licensee agrees to pay the cost of repairing or replacing any and all damage to any equipment or other property owned by Licensor and to pay the cost of repairing or replacing any and all damage to the Rosemont Theatre which occurs as a direct or indirect result of conducting the Meeting at the Rosemont Theatre. Such damages include but are not limited to damages that are caused by persons who attend the Meeting.

7. TICKETS AND TICKET SALES

Unless otherwise agreed by Licensor, the Meeting shall not be open to the general public. Licensee shall have the right to issue tickets or other forms of admission certificates which are intended to identify the bearer as a person entitled to attend the entire Meeting, or any particular specified portion thereof. Licensee shall also have the right to issue passes or other forms of identifications to its employees and agents for the purpose of identifying such persons as persons who are entitled to have access to the Licensed Space, before or during the Meeting or any particular

specified portion thereof. Licensee shall furnish Licensor with a facsimile of the form of any ticket, certificate or pass issued by Licensee that is intended to permit a person to have access to the premises of the Rosemont Theatre in connection with the Meeting. Unless otherwise agreed, Licensor shall not be responsible for issuing tickets for the Meeting or providing a box office or any other facility for the issuance of tickets for the Meeting.

8. LIEN

Licensor and Licensee agree that Licensor shall have a lien against all property of Licensee located within the Rosemont theatre for (1) taxes, if any, which are due and which must be paid by Licensor as a result of the conducting of the Meeting, (2) any unpaid license fees, (3) any unpaid reimbursable costs, and (4) any other monies which are due from Licensee to Licensor under this Agreement.

9. SETTLEMENT

The actual amounts due from the Licensee to the Licensor for (1) the remainder, if any, of the license fee under Section 3, (2) reimbursable costs under Section 5, and/or (3) damages under Section 6 shall be paid by the Licensee to the Licensor no later than 5:00pm on May 18, 2024 unless otherwise agreed in writing.

10. CANCELLATION

(a) If Licensee cancels the Meeting or any portion of the Meeting, no part of any deposit that has been made pursuant to this Agreement shall be refunded. In addition, Licensee agrees to pay Licensor any reimbursable costs under Section 5 which have been incurred by Licensor in connection with the Meeting prior to Licensor's actually receiving notice of cancellation, less the amount of any deposits that have been made to cover such reimbursable costs.

(b) Notwithstanding the provisions of Section 10(a), if, after cancellation by Licensee, another event is held in the Rosemont Theatre during the Use Dates(s), then the Licensor shall pay to Licensee an amount equal to any deposits made by Licensee less any costs incurred by Licensor in respect to the Meeting.

11. PERMITS AND LICENSES

Licensee agrees to obtain all licenses or permits which are necessary for conducting the Meeting and to promptly pay all permit fees or license fees.

12. ADVERTISING

(a) All advertising and promotion of the Meeting shall be the sole responsibility and obligation of the Licensee. Licensee agrees that all advertising for the Meeting will be true and

accurate.

(b) All references made in any advertising to the Licensed Space shall refer to the facility where the Meeting is being presented as the “Rosemont Theatre” or such other name as may be designated in writing by the Licensor.

(c) Licensor shall have the right to display its own advertising and other materials in and around the Rosemont Theatre. All advertising space within the Rosemont Theatre or on adjacent premises which are owned by the Licensor is the exclusive property of the Licensor and all revenues or other income received from such advertising space shall be the sole property of the Licensor.

(d) Licensee shall not distribute any printed matter, other than programs, pamphlets, display advertising, seminar or lecture handouts, or other materials which relate to the Meeting or to Licensee’s business.

13. PERFORMANCE APPROVAL

(a) Licensor retains the right to disapprove of any performance, exhibition or entertainment which is to be offered as part of the Meeting. Licensee agrees that no performer, performance, exhibition or entertainment shall be presented as part of the Meeting if Licensor files a written objection to the performer, performance, exhibition or entertainment based on either the grounds (1) that it is illegal, (2) that it fails to comply with representations made in advertising the Meeting, or (3) that it violates restrictions imposed on the content of the Meeting which are agreed to by Licensor and Licensee at the time of the execution of this Agreement.

(b) If the Meeting must be canceled pursuant to this section, then payments shall be made by Licensee to Licensor as provided in Sections 3, 5 and 6.

14. LICENSEE’S PERSONNEL AND EQUIPMENT

(a) Except as set forth in Section 5(b), Licensee shall be responsible for furnishing at its sole cost and expense, all equipment and personnel necessary to conduct the Meeting, including, but not limited to speakers, presenters, emcees, actors, musicians, singers, dancers, any and all other personnel, scenery, props, sound and lighting equipment not supplied by Licensor pursuant to Section 5(b) and any and all musical instruments.

(b) Equipment and personnel shall be brought into and taken out of the Rosemont Theatre only at such entrances and exits as are designated by Licensor.

(c) Any artisans or workmen employed by Licensee may be refused entrance to or ejected from the Rosemont Theatre by Licensor for non-compliance with any provision of this Agreement or for engaging in conduct which Licensor deems to be objectionable or improper

without Licensor incurring any liability for such refusal or ejection.

(d) Licensor shall have the right to remove from the Rosemont Theatre or refuse to allow in the Rosemont Theatre any equipment which Licensor determines constitutes a hazard to the safety or health of persons in and around the Rosemont Theatre or constitutes a hazard to the preservation of property located in or around the Rosemont Theatre.

(e) Licensor shall have the right to remove any and all property belonging to Licensee which is not removed from the Licensed Space of the Rosemont Theatre at the end of a Use Date(s), at Licensee's expense. Licensor shall have no liability of any kind to Licensee as a result of Licensor's removal of Licensee's property pursuant to this section.

15. CONCESSIONS

(a) Licensor reserves all concession rights. Licensor shall have the right to sell concessions at appropriate times and in appropriate places before, during and after presentations of the Event. For purposes of this section, concessions include, but are not limited to food, beverages, programs, souvenirs, record albums, novelties, and parking privileges.

(b) Licensee shall have the right to sell through Licensor's concessionaires such programs and novelties as are approved in advance in writing by Licensor and upon such conditions as are approved by Licensor.

16. FREE SAMPLES, SOLICITATION

Licensee shall have the right to distribute printed material related to the Meeting. Licensee shall have the right to distribute gifts and samples to persons attending the Meeting as are approved by Licensor. Except as provided in the forgoing sentence and in Section 15(b) of this Agreement, no other items shall be sold or distributed in or around the premises of the Rosemont Theatre without the prior written permission of the Licensor.

17. PARKING

Licensor shall provide Licensee with the right to use and occupy 500 parking spaces, free of charge, in a parking lot adjacent to the Rosemont Theatre on the Use Date(s). Licensor may require those persons operating motor vehicles who intend to use a parking space that is provided free of charge to display a parking pass to be provided by Licensor. Except as otherwise provided in this section, the Licensor may charge a fee for the privilege of parking a motor vehicle in the parking lots owned by Licensor that are located adjacent or near to the Rosemont Theatre during all or a portion of the Use Date(s).

18. INTERMISSIONS

Licensee shall have the discretion of scheduling any intermissions subject to the reasonable approval of Licensor.

19. ANNOUNCEMENTS

Licensor shall have the right to make announcements needed to assure and protect the safety of persons and property in and around the Rosemont Theatre at any time Licensor deems necessary. Licensee agrees that it will cooperate with Licensor whenever Licensor deems it necessary to make such announcements.

20. COPYRIGHTED MATERIAL

(a) Licensee shall pay all royalties, license fees and any other costs arising from the Licensee's use of patented, trademarked, franchised or copyrighted music, dramatic rights, devices, processes, or other materials, during or in connection with the conducting or advertising of the Meeting.

(b) Licensee shall indemnify, defend and hold the Licensor harmless from any and all damages, claims, or costs including attorneys' fees which result from the use of any device, process or material in connection with the conducting or advertising of the Meeting which is or which is alleged to be patented, trademarked, franchised or copyrighted.

21. OCCUPANCY INTERRUPTION OR TERMINATION

(a) If the Licensed Space or any part thereof is not available for use by the Licensee for reasons beyond the control of the Licensor and Licensee including, but not limited to, damage or destruction from fire, weather, or other casualty, requisition of the Licensed Space by a governmental agency other than the Village of Rosemont, the COVID-19 pandemic or related COVID-19 governmental closure orders, labor strikes or boycotts, then this Agreement shall terminate.

(b) Licensee shall indemnify and hold the Licensor and its employees harmless against any and all claims arising out of the cancellation or termination of the Meeting, provided that such cancellation or termination is not due to the fault, act or omission of the Licensor, its agents or employees, unless such cancellation or termination was reasonably necessary to preserve or prevent damage or injury to property or persons. Licensee shall also pay to Licensor the amount of all reimbursable costs provided for under Section 5 which were incurred either before the termination or cancellation or which were reasonably necessary to incur after the termination and cancellation.

(c) Licensee shall have no claim for damages or other compensation should this

Agreement be terminated pursuant to Section 21(a). If a session of the Meeting has not started prior to the time of termination, then if the Agreement is terminated pursuant to Section 21(a), Licensee shall pay to Licensor an amount equal to the reimbursable costs incurred by Licensor up until the time of termination. If one or more sessions of the Meeting have been completed at the time this Agreement is terminated pursuant to Section 21 (a), then Licensee shall pay to Licensor an amount equal to the reimbursable costs incurred by Licensor up until the time of termination and an amount equal to the percentage of the license fee allocable for those sessions of the Meeting which were completed at the time the Agreement is terminated.

(d) Licensor shall have the right to interrupt or terminate the Meeting if such interruption or termination is necessary to protect the safety of persons and property in and around the Rosemont Theatre. The reasons for which the Licensor may interrupt or terminate the Meeting pursuant to this Section include, but are not limited to, bomb threats, fire, acts by persons participating in the sessions of the Meeting, and acts by persons attending the Meeting.

(e) If Licensor in its sole discretion determines that the reason the Meeting was interrupted or terminated under Section 21(d) was not the responsibility of the Licensee, then Licensee may retain possession of the Licensed Space for sufficient time to complete the Meeting unless Licensor has committed the Licensed Space for the additional time needed to complete the Meeting to another licensee. Licensee shall be responsible for any and all reimbursable costs which are incurred by Licensor during any additional time used by Licensee under this Section.

(f) If Licensor in its sole discretion determines that the reason or cause for an interruption or termination under Section 21(d) is not the responsibility of Licensee, and it is not possible for Licensee to complete the Meeting, then the license fee provided for in Section 3(a) shall be prorated or adjusted. Licensee, however, shall continue to be liable for all other payments due Licensor under this Agreement.

(g) If Licensor determines that the Licensee is responsible for an interruption or termination of the Meeting under Section 21(d), then Licensee shall continue to be liable for and shall make all payments which are provided for in this Agreement.

22. COMPLIANCE WITH LAWS AND REGULATIONS

Licensee shall comply with all laws, ordinances and regulations adopted or established by Federal, State or local governmental agencies and shall comply with all rules and regulations which govern the use and occupancy of the Rosemont Theatre, including, but not limited to, the rules restricting smoking on the Rosemont Theatre premises. Licensee will not allow or permit anything to be done within or around the Rosemont Theatre which violates any such laws, ordinances, rules and regulations.

23. CONTROL OF FACILITY AND LICENSOR'S RIGHT TO ENTER

(a) In permitting Licensee to use the Licensed Space as provided in this Agreement, Licensor does not relinquish the right to exercise control over the Rosemont Theatre including the Licensed Space and to enforce all laws, rules and regulations.

(b) Licensor reserves the right to eject or cause to be ejected from the Rosemont Theatre any person that Licensor deems to be objectionable. Licensor shall not be liable to Licensee for any damages that may be sustained by Licensee because of the exercise of its right to eject objectionable persons.

(c) Licensor's officers, employees, agents, concessionaires, and Licensor's concessionaires' servants, employees and agents shall at all times have access to the Licensed Space in accordance with and upon presentation of passes issued to them by Licensor.

24. PUBLIC SAFETY

Licensee and its agents and employees shall conduct themselves at all times in a manner which will not endanger persons or property in and around the Rosemont Theatre. Licensee, its agents and employees will observe and abide by all requests made by or on behalf of Licensor, the Village of Rosemont Department of Public Safety or any other governmental agency whose duty it is to preserve and protect persons and property in and around the Rosemont Theatre.

25. BROADCASTING RIGHTS

There shall be no radio or television broadcast of the Meeting, nor shall any radio or television broadcast originate from the Rosemont Theatre during the Use Date(s) without the prior written permission of the Licensor. Such permission may be conditioned upon Licensee furnishing and installing at its sole cost and expense, all equipment necessary for the broadcasting and removing all such equipment following the conclusion of the broadcast, and/or upon the payment of a fee by Licensee to Licensor.

26. RECORDING

Licensee may make visual or audio recordings of sessions of the Meeting for use by Licensee and Licensee's employees without the written permission of the Licensor. Licensee may make visual or audio recordings of sessions of the Meeting for use by persons other than the Licensee and Licensee's employees provided that if such recording contains material which identifies or refers to the Rosemont Theatre, the Licensee must obtain the approval of Licensor prior to distributing the recording to persons other than Licensee's employees. Any costs incurred by Licensor as a result of the recording of any portion of the Meeting shall constitute a reimbursable expense of purposes of this Agreement. Licensor may require Licensee to make an advance payment equal to the estimated amount of such costs.

27. PROPERTY OF LICENSEE AND THIRD PERSONS

(a) Any and all property which is owned by Licensee or is under Licensee's custody or control shall be kept at the Rosemont Theatre at Licensee's own risk. Licensor shall have no liability whatsoever if any such property is damaged, destroyed or lost, regardless of cause while it is located on the premises of the Rosemont Theatre.

(b) Licensor will accept delivery of property at the Rosemont Theatre which is addressed to Licensee but shall do so only as a service to Licensee. Licensee will indemnify and hold the Licensor harmless for any loss or damage to any such property.

(c) Except to the extent that any claim is covered by the insurance which is provided under Section 28, Licensee shall indemnify and hold harmless Licensor from any claims made by any third party or costs related to claims made by any third-party including attorneys' fees for loss or damage to third party property located in the Rosemont Theatre which occurs on the Use Date(s).

28. INSURANCE

(a) Licensee at its own cost and expense shall provide and keep in full force and effect during the Use Date(s) the following types of insurance policies with limits not less than the amounts specified below:

- (i) Workmen's Compensation and
Employer's Liability: As required by law
- (ii) Commercial General Liability including
Personal Injury Groups A, B and C, with Exclusion C deleted
Contractual Liability Endorsement
Bodily Injury/Property Damage \$1,000,000.00 combined single limit

Licensor (The Village of Rosemont and The Rosemont Theatre) must be named as an additional insured under the Commercial General Liability Insurance Policy. The Commercial General Liability Insurance Policy may consist of primary insurance as respects Licensee's negligence and umbrella coverages and must cover the Rosemont Theatre owned by the Licensor. **Licensee must provide Licensor with certificates of insurance and additional insured endorsement (Form CG 2026) or its equivalent** not less than thirty (30) days prior to the Use Date(s) which show that it has obtained the required insurance coverage from financially sound and reputable insurance companies.

(b) Licensee shall not perform any act or omission or permit or suffer the performance of any act or omission which may reasonably result in either the cancellation or invalidation of any insurance policies maintained by Licensor or an increase in the premiums

Licensor is required to pay for such insurance policies.

(c) Licensor shall upon request provide Licensee with information as to the type and limits of the insurance coverage which Licensor has obtained that is applicable to the Rosemont Theatre.

29. INDEMNIFICATION FOR ACTS AND OMISSIONS BY LICENSEE, LICENSEE'S AGENTS, EMPLOYEES AND INDEPENDENT CONTRACTORS

To the fullest extent permitted by law, the Licensee shall indemnify and hold harmless the Licensor and Licensor's agents, officers and employees from and against all claims, judgments, damages, losses and expenses, including but not limited to attorneys' fees, which result directly or indirectly from the negligent or the reckless or willful acts or omissions of Licensee or Licensee's agents, officers and employees or independent contractors hired by the Licensee, and the Licensee shall at its own expense appear, defend and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therewith and if any judgment shall be rendered against Licensor or against Licensor's agents, officers or employees, then Licensee shall, at its own expense, satisfy and discharge the same. Licensee expressly understands and agrees that any insurance protection which may be required by this Agreement or any other agreement or which is otherwise provided by Licensee shall in no way limit the Licensee's responsibility to indemnify, keep and save harmless and defend the Licensor and Licensor's agents, officers and employees as provided in this section.

30. ASSIGNMENT

(a) Neither this Agreement nor any of the rights granted by this Agreement may be assigned, transferred, mortgaged, pledged, hypothecated or in any way encumbered or disposed of by Licensee without the prior written consent of Licensor. Any assignment, transfer or encumbrance or any attempted transfer, assignment or encumbrance without such consent shall be null and void and shall neither relieve Licensee of any of its obligations under this Agreement nor create any obligation on the part of Licensor.

(b) A successor in interest of Licensee by merger, operation of law or valid assignment, purchase or otherwise of substantially the entire business of the Licensee shall succeed to all of the rights of Licensee and assume all of the obligations and duties of the Licensee under this Agreement provided that said successor gives prompt written notice to Licensor and accepts in writing all of the obligations and duties of the Licensee under this Agreement.

(c) Licensor's consent to any assignment or other transfer by Licensee shall not be deemed to be a consent by Licensor to any further assignment or transfer.

(d) Licensee shall not without Licensor's prior written consent, sub-license the Licensed Space or any part thereof, or permit the use or occupancy of all or any part of the Licensed

Space by anyone other than Licensee.

(e) Licensors has no right to grant to any third party the right to use the Licensed Space during the Use Date(s) as provided in this Agreement unless this Agreement is terminated.

31. DEFAULT

If the Licensee fails to perform in accordance with or fails to comply with any of the terms and conditions contained in this Agreement, the Licensor shall have all the remedies provided for by law, and in addition, may:

(1) Terminate this Agreement by giving written notice of termination to the Licensee. Upon the mailing of written notice of termination, this Agreement shall terminate and all rights and privileges granted or extended by this Agreement shall be deemed revoked. If this Agreement is terminated pursuant to this Subsection, then Licensee shall continue to be liable to Licensor for all reimbursable costs incurred pursuant to Section 5 of this Agreement by Licensor and shall also be liable for the fees specified in Sections 3 and 6 of this Agreement subject to a set off in the amount of any license fees which Licensor might receive from others for use of the Licensed Space on the Use Date(s). In addition, all deposits made by Licensee shall be retained by Licensor.

AND

(2) Deny Licensee and Licensee's officers, agents, employees and independent contractors hired by the Licensee admission to the Rosemont Theatre and the use and occupancy of the Licensed Space and remove from the Rosemont Theatre any personal property of the Licensee or Licensee's officers, agents, employees or independent contractors hired by the Licensee at Licensee's expense or place such property in a public warehouse or other place of safe keeping at Licensee's risk and expense.

32. LEGAL EXPENSES

Licensee shall pay Licensor all costs, expenses and attorneys' fees incurred by Licensor in enforcing the covenants and conditions of this Agreement.

33. BANKRUPTCY

In the event that Licensee is adjudged a bankrupt, makes an assignment for the benefit of creditors, commits any other affirmative act of insolvency, files a petition or has filed against it a petition that is not discharged within ten (10) days fore reorganization, arrangement, debt moratorium or other relief for debtors under any bankruptcy, insolvency act, code or law or in the event a custodian, receiver or trustee shall be appointed for the business or property of Licensee, this Agreement shall not be considered an asset of the Licensee or Licensee's estate and Licensor may immediately terminate this Agreement upon notice to the Licensee and exercise any and all rights

and remedies provided in Section 31.

34. GOVERNING LAW

This Agreement shall in all respects, including validity, interpretation and effect be governed by the laws of the State of Illinois.

35. NON-WAIVER

The failure of Licensee or Licensor to insist on the other party's strict compliance with the terms and conditions contained in this Agreement shall not constitute a waiver of Licensor's and Licensee's right to insist that the other party in the future strictly comply with any and all of the terms and conditions contained in this Agreement and to enforce such compliance by any appropriate remedy.

36. NOTICES

(a) Unless otherwise provided herein to the contrary, all notices, required or permitted under this Agreement shall be made in writing.

(b) Unless otherwise provided herein to the contrary, if the notice is sent by certified or registered mail postage prepaid, then it shall be deemed to be given when it is deposited in the United States Mail and address as follows

IF TO LICENSEE:

Triton College
2000 N 5th Ave.
River Grove, IL 60171

IF TO LICENSOR:

Rosemont Theatre
Village of Rosemont
5400 N. River Road
Rosemont, IL. 60018
Attn: Executive Director

Otherwise notice shall be deemed to be given when the notice is actually received by the party to whom it is directed.

(c) Either party may change to another single address the address to which such notices are to be sent by giving prior written notice to the other party.

37. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of Licensor, its successors and assigns and shall be binding upon and inure to the benefit of the Licensee and its successors, executors, administrators, heirs and assigns subject to the provisions of Section 30 which limit Licensee's right to assign or transfer this Agreement.

38. AGREEMENT DOCUMENTS

This Agreement consists of the following documents:

- * The Rosemont Theatre License Agreement

These documents constitute the entire Agreement between the Licensor and Licensee with respect to the subject matter hereof and supersede all proposals oral or written and all negotiations, conversations and discussions heretofore had between the Licensor and the Licensee related to this Agreement.

39. MODIFICATION AND AMENDMENTS

This Agreement may be modified or amended only by a written instrument signed by both the Licensor and the Licensee.

40. LICENSE ONLY

It is expressly understood by and between Licensor and Licensee that the rights which Licensee has pursuant to this Agreement to use the Licensed Space are in the nature of a license and that Licensee does not have a leasehold interest or any other interest in the Rosemont Theatre or in the property on which the Rosemont Theatre is located.

41. OTHER MATTERS

Licensor shall have the discretion to determine any questions and resolve any other matters that might arise which are not covered by this Agreement.

42. CAPTIONS AND INDEX

The index and captions used in this Agreement are for the convenience of the parties only and shall not affect the meaning of any of the provisions of this Agreement or be deemed a part of the Agreement.

43. RIGHTS OF THIRD PARTIES

This Agreement does not confer any rights upon any member of the public, any person attending the Meeting or any other third party, unless this Agreement expressly and explicitly provides the third party with such right.

44. APPROVAL OF CONTRACT

It is agreed that this Agreement will not be in force until it has been signed by both Licensee and Licensor.

IN WITNESS WHEREOF, Licensor and Licensee have made this Agreement as of the date first written above.

LICENSOR: VILLAGE OF ROSEMONT

BY: _____

Patrick Nagle, Executive Director
Rosemont Theatre

LICENSEE: TRITON COLLEGE

BY: _____

Mark R. Stephens, Chairman of the Board
Triton College

Attest: _____

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

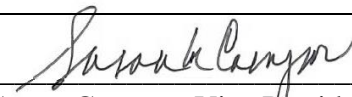
Meeting of October 17, 2023

ACTION EXHIBIT NO. 16948

**SUBJECT: AGREEMENT WITH ADVOCATE HEALTH AND HOSPITALS
CORPORATON**

RECOMMENDATION: That the Board of Trustees approve a First Amendment to Master Affiliation Agreement (BOT approved 5-17-22) with Advocate Health and Hospitals Corporation, Advocate Northside Health Network, Advocate Condell Medical Center, Advocate Sherman Hospital, EHS Home Health Care Service, Inc., and Meridian Hospice (collectively, “Advocate” or “Facility”). This Agreement shall commence on October 18, 2023, and run until terminated. Unless otherwise amended herein, the Agreement shall remain in full force and effect pursuant to the terms thereof. To the extent there is any conflict between this Amendment and the Agreement, this Amendment shall control. There is no cost to the college for this Agreement.

RATIONALE: This Agreement will enable students in Triton College’s Surgical Technology program to participate in clinical education experiences at Advocate Health and Hospitals Corporation.

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

Board Officers’ Signatures Required:

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

FIRST AMENDMENT TO MASTER AFFILIATION AGREEMENT

This **FIRST AMENDMENT TO MASTER AFFILIATION AGREEMENT** (the “Amendment”) is made as of the 18th day of October, 2023 (the “Effective Date”), by and between **Advocate Health and Hospitals Corporation, Advocate North Side Health Network, Advocate Condell Medical Center, Advocate Sherman Hospital, EHS Home Health Care Service, Inc., and Meridian Hospice** (collectively, “Advocate” or “Facility”) and Community College District 504, commonly known as **Triton College** (“School”).

Recitals

WHEREAS, Facility and School are parties to that certain Master Affiliation Agreement dated May 18, 2022 (the “Agreement”); and

WHEREAS, the parties wish to amend the Agreement to add the Surgical Technology Program to the agreement.

NOW, THEREFORE, in consideration of the mutual promises herein contained, it is agreed as follows:

1. Exhibit B-1. A new Exhibit B-1 is hereby added and incorporated as part of the Agreement.
2. Dreyer Clinic. Dreyer Clinic, Inc. is hereby removed from the Agreement.
3. Notice to Parties. Notices to school is hereby replaced as follows:

If to School: Pamela Harmon, Dean, Health Careers
and Public Service Programs
Triton College H-120
2000 North Fifth Avenue
River Grove, Illinois 60171

With a copy to: Sarie Winner, Esq.
Winner Law
2344 W Melrose St.
Chicago, Illinois 60618

4. Miscellaneous. Unless otherwise amended herein, the Agreement shall remain in full force and effect pursuant to the terms thereof. To the extent there is any conflict between this Amendment and the Agreement, this Amendment shall control. Any capitalized terms not defined in this Amendment shall have the meaning designated in the Agreement. Any terms not addressed by this Amendment shall be governed by the terms and conditions of the Agreement.

5. Counterparts. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Electronic copies shall be deemed to be as valid as the original.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of last signature below to be effective as of the Effective Date.

**ADVOCATE HEALTH AND
HOSPITALS CORPORATION,
ADVOCATE NORTH SIDE HEALTH
NETWORK, ADVOCATE CONDELL
MEDICAL CENTER, ADVOCATE
SHERMAN HOSPITAL, EHS HOME
HEALTH CARE SERVICE, INC.,
MERIDIAN HOSPICE**

TRITON COLLEGE

By: _____
Name: Jeffrey Bahr, M.D.
Title: Chief Medical Officer

By: _____
Name: Mark R. Stephens
Title: Board Chairman

Date: _____

Date: _____

By: _____
Name: Tracy Jennings
Title: Secretary
Date: _____

EXHIBIT B-1

PROGRAM MEMORANDUM

1. School or Department Health Care Program Surgical Technology
2. School Program Contact (Name, Phone, Email) Gail Hoffman, Chairperson
gailhoffman@triton.edu 708-456-0300 X3921
3. Advocate Program Contact (Name, Phone, Email) Mark Crucero,
markwilliam.crucero@aah.org
4. Number of Students. The number of students accepted will be mutually agreed upon by the Advocate Facilities (as defined in the Agreement between the parties) and School prior to the beginning of each semester/placement.
5. Requirements for Students. All students must complete pre-clinical documentation and comply with Advocate Facility requirements as defined by Advocate Aurora Health. Such documentation shall be provided in advance of the onset of the clinical rotation.
6. Schedule of Student Clinical Days and Times. The schedule for the clinical education program at each Advocate Facility will be provided by School to Advocate **prior to the beginning of the semester/placement**. Such schedule shall include (a) a list of the participating students assigned to a particular Advocate Facility by name and level and (b) a list (including phone number) of any School personnel or employees to be placed as supervisors and/or instructors at each Advocate Facility. The supervisor or instructor shall be available by phone during clinical hours. Please see sample schedule attached as Exhibit 1 to this Program Memorandum.
7. Clinical Education Program Content. The clinical education program content (including required experiences or competencies) will be provided to designated Advocate Facility personnel prior to the beginning of the semester/placement as needed. Advocate Facility personnel have the right to review the clinical education content.
8. Amendment. This Program Memorandum may be amended by mutual agreement of the parties at such time new provisions or conditions exist by a written instrument executed by the authorized agents of the parties.

The parties acknowledge and agree to this Program Memorandum as of the date set forth below.

Advocate

Triton College

By: _____

By: _____

Name: Jeffrey Bahr, M.D.

Name: Mark R. Stephens

Title: Chief Medical Group Officer

Title: Board Chairman

Date: _____

Date: _____

EXHIBIT 1
(to Program Memorandum)

Schedule

<u>Student Name</u>	<u>Program</u>	<u>Placement Date</u>	<u>Advocate Facility</u>	<u>School Personnel</u>

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

Meeting of October 17, 2023

ACTION EXHIBIT NO. 16949

**SUBJECT: S.E.E.D. STUDENT COMMUNITY EMPLOYMENT EXPERIENCE
(MCDONALD'S – RIVER GROVE)**

RECOMMENDATION: That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program; Community Work Experience Partnership Agreement with McDonald's (River Grove). 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 experience 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 requires 120 hours of classroom instruction, 30 hours of an on-campus employment experience, and 75 hours of off-campus community employment experience for students to complete the program and receive a certificate from Triton College's School of Continuing Education.

Submitted to Board by: _____



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

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

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

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

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

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

Employer Partner shall:

- Provide the student with a 75-hour on-site work experience within from 10/13/23 until 12/20/23. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

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

FOR EMPLOYER:

FOR TRITON COLLEGE, in an official capacity only:

NAME: Wivian Shqbrs

Mark R. Stephens, Board Chairman

TITLE: Store Manager

Tracy Jennings, Secretary

DATE: 9/6/2023

DATE: _____

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

Meeting of October 17, 2023

ACTION EXHIBIT NO. 16950

**SUBJECT: S.E.E.D. STUDENT COMMUNITY EMPLOYMENT EXPERIENCE
(LEYDEN TOWNSHIP)**

RECOMMENDATION: That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program; Community Work Experience Partnership Agreement, with Leyden Township. 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 experience 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 requires 120 hours of classroom instruction, 30 hours of an on-campus employment experience, and 75 hours of off-campus community employment experience for students to complete the program and receive a certificate from Triton College's School of Continuing Education.

Submitted to Board by: _____



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

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

Related forms requiring Board signature: Yes No

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

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

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

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

Employer Partner shall:

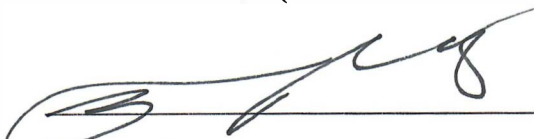
- Provide the student with a 75-hour on-site work experience within from October 16, 2023 until December 20, 2023. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

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

FOR EMPLOYER (LEYDEN TOWNSHIP)

FOR TRITON COLLEGE, in an official capacity only:



Rocco D. Biscaglio

TITLE: **Township Supervisor**

DATE: 9-12-2023

Mark R. Stephens, Board Chairman

Tracy Jennings, Secretary

DATE: _____

Attest: _____

Jaime Losurdo, Township Clerk

Continuing Ed Guide Triton College – Spring 2024

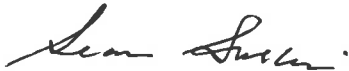
The following firms have been invited to submit bids for printing the Continuing Ed Guide Triton College – Spring 2024. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Twenty-nine (29) company were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Tuesday, September 19, 2023, the bids were publicly opened and read aloud in room A-300 by Danielle Stephens, Business Specialist and witnessed by Nancy Schafer, Purchasing Assistant.

COMPANY	NET COST
Woodward Printing Services 11 Means Dr Platteville, WI 53818	\$32,470.00

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

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	01-80300520-540200005
A/C Name	Marketing-Printing
Budget	\$222,000.00
Prev. Expend	\$175,090.98
Schedule	\$ 32,470.00
Balance	\$ 14,439.02

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 09/20/23

Re: Bid Results



Four printers submitted a bid for the printing of the Triton College 2024 Spring CE guide. These bids are based on printing 142,500 copies at 60 pages plus cover. The cover prints four-color on 80# gloss enamel and the body prints one-color on 30# newsprint. Also included in the bid is an electronic proof (PDF), saddlestitching, storage and simplified mailing.

The bid is as follows:

FCL Graphics	\$62,272
John S. Swift Co. Inc.	\$38,256
KK Stevens Publishing Company	\$36,055.60
Woodward Printing Services	\$32,470

Accepting the bid from Woodward Printing Services is recommended.

Spring 2024- Triton College Continuing Ed Guide Bid Tabulation		Bid Opening Tuesday, September 19, 2023 at 1:30 pm			
Company Name:	John S Swift Co	FCL Graphics	KK Stevens	Woodward Printing	
143,000 copies, 60 pages plus cover	\$ 38,256.00	\$ 62,272.00	\$ 36,055.60	\$ 30,370.00	
Additional signatures + 4	\$ 1,804.00	\$ 59,850.00	\$ 1,158.68	\$ 3,456.00	
+ 8	\$ 3,517.00	\$ 63,412.00	\$ 2,473.22	\$ 4,558.00	
+ 16	\$ 6,752.00	\$ 69,255.00	\$ 4,126.09	\$ 6,248.00	
Less signatures - 4	\$ (402.00)	\$ 57,997.00	\$ (356.89)	\$ (3,138.00)	
- 8	\$ (1,072.00)	\$ 56,145.00	\$ (1,767.25)	\$ (4,306.00)	
- 16	\$ (3,751.00)	\$ 55,005.00	\$ (5,262.93)	\$ (5,953.00)	
Additional M's	\$ 214.00	Included	\$ 223.47	\$ 243.00	
Ink: Cover: 4 color (process)	Included	Included	Included	Included	
Body: 2 color Black and PMS	Included	Included	Included	Included	
Paper: Cover: 80# Gloss Enamel Text	Included	Included	Included	Included	
Body: 30# Newsprint	Included	Included	Included	Included	
Bindery	Included	Included	Included	Included	
Copy	Included	Included	Included	Included	
Proofs	Included	Included	Included	Included	
Inserts - Per 1,000	\$ 35.00	Included	\$ 32.00	\$ 30.00	
Delivery	Included	Included	Included	\$ 2,200.00	
Simplified mailing	Included	Included	Included	Included	
Total Bid:	\$ 38,256.00	\$ 62,272.00	\$ 36,055.60	\$ 32,470.00	

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

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

Master Graphics, LLC
1100 S Main Street
Rochelle, IL 61068

ColorArt
101 Workman Court
Eureka, MO 63025

Creasey Printing Services
1905 Morning Sun Ln
Springfield, IL 62711

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

United Graphics LLC
1864 S Elmhurst Rd
Mt. Prospect, IL 60056

Midstates Inc
4820 Capital Ave NE
Aberdeen, SD 57401

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

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

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

Creekside Printing
1175 Davis Road
Elgin, IL 60123

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

Regional Publishing Corp
12243 S Harlem
Palos Heights, IL 60463

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

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

The Viking Printing Group
497 Widgeon Ln
Bloomington, IL 60108

Custom Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

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

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

Indiana Printing
775 Indian Springs Rd
Indiana, PA 15701

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

Data Reproduction Corporation
4545 Glenmeade Lane
Auburn Hills, MI 48326

Topweb
5450 N Northwest Highway
Chicago, IL 60630

EP Graphics
169 Jefferson St
Berne, IN 46711

Envision3
225 Madsen Dr
Bloomington, IL 60108

The Printing Works
2485 E Devon Ave
Elk Grove Village, IL 60007

SPECIFICATIONS

NAME

Spring 2024 Triton College Continuing Ed Guide

PAGES

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

QUANTITY

142,500; give price for additional M's.

SIZE

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

INK

Cover: 4C process (includes BC, IFC, IBC). Body: One color (Black)

PAPER

Cover: 80# gloss enamel **Body:** Good quality, 30# newsprint

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

BLEEDS

Cover: Four sides. Body: None.

BINDERY

Saddlestitch.

COPY

All files will be provided electronically (PDFs) approximately Dec. 5, 2023.

PROOFS

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

MAILING/DELIVERY

142,000 copies to be prepared for simplified mailing and delivered approximately Jan. 3, 2024, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

2ND DELIVERY

500 schedules are to be delivered approximately Jan. 3, 2024, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

SCHEDULES PREPARED FOR MAILING SHOULD WEIGH NO MORE THAN 1,500 POUNDS PER PALLET. THE POST OFFICE WILL NOT ACCEPT ANY SKIDS WEIGHING MORE THAN THIS. IF THE POST OFFICE REJECTS SKIDS DUE TO OVERLOADING, IT IS THE PRINTER'S RESPONSIBILITY TO CORRECT THE SITUATION.

IT IS ALSO EXTREMELY IMPORTANT THAT THE WEIGHT OF THE EMPTY PALLET BE WRITTEN ON THE SIDE OF THE PALLET AS WELL AS ON THE PS FORM 3602.

Quote cost per thousand for simplified mailing.

PRINTER MUST PROVIDE TRITON COLLEGE WITH A CURRENT SUBSCRIPTION OF USPS CERTIFIED DELIVERY STATISTICS OR COMPARABLE ZIP CODE/CARRIER ROUTE INFORMATION, THAT IS VALID WITHIN 90 DAYS BEFORE THE MAILING DATE. (PLEASE SUBMIT WITH YOUR FINAL BID) THE MAILING IS PREPARED BY THE PRINTER IN ACCORDANCE WITH THE DOMESTIC MAIL MANUAL ELIGIBILITY STANDARDS (343.6.0)

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

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

In the event that you have any questions regarding the mail preparation, you can contact **Lori Ann Silvestri** at lorisilvestri@triton.edu or **(708) 456-0300 Ext. 3812**.

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal.

If additional information or clarification is needed, please phone **Sam Tolia** at **(708) 456-0300, Ext. 3172**.