



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, April 19, 2022

- I. CALL TO ORDER** April 19, 2022 at 6:40 p.m.
or immediately following Organizational Meeting
Boardroom (A-300)
- II. ROLL CALL**
- III. APPROVAL OF BOARD MINUTES – VOLUME LVIII**
Minutes of the Regular Board Meeting of March 15, 2022, No. 12
- 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. Action Exhibits
 - 16725 Budget Transfers
 - 16726 Certification of Chargeback Reimbursement for FY 2022
 - 16727 Sidearm Sports Service Agreement
 - 16728 Ellucian Experience Premium Cloud Software
 - 16729 Agreement with Edward Hospital
 - 16730 Agreement with University Eye Specialists, Ltd.
 - 16731 Addition and Change of Course Fees for Inclusive Access Program
Effective Fall 2022
 - 16732 Curriculum Recommendations
 - 16733 Taping of Board Meetings

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

XIII. COMMUNICATIONS – INFORMATION

A. Human Resources Information Materials

B. Informational Material

XIV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Vice Chairwoman Diane Viverito called the regular meeting of the Board of Trustees to order in the Boardroom at 6:51 p.m. Following the Pledge of Allegiance, roll call was taken.

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

Absent: Mr. Glover Johnson, Ms. Bertha Sanchez, Mr. Mark Stephens.

Ms. Viverito noted that Mr. Stephens asked that she chair the meeting in his absence.

APPROVAL OF BOARD MINUTES

Mrs. Potter made a motion, seconded by Mr. Regan, to approve the minutes of the Regular Board Meeting of February 15, 2022. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

Ms. Viverito commented that there is a correction to an administrator's name listed on the agenda; the contract itself has the correct name.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Mid-Management Association President Dorota Krzykowska reported on mid-managers' work in admissions and financial aid events. She thanked President Moore for the opportunity to attend a DEI workshop at Friday's In-Service in collaboration with Classified staff.

Classified Association President Katrina Mooney reported excitement about Friday's In-Service and the DEI training, and noted that classified will be collecting donations to put towards relief efforts for Ukraine at the In-Service.

Adjunct Faculty Association President Bill Justiz reported that adjuncts look forward to the rest of the semester.

STUDENT SENATE REPORT

No report.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month, reviewed, and are in support of all of the items pertaining to academic and student affairs, and also previewed the presentation that will be given tonight.

Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on March 2, reviewed five new business items and four purchasing schedules, and forwarded all items to the Board with a recommendation for approval.

ADMINISTRATIVE REPORT

Embedded Academic Support: Student Success Strategist Christina Hunt and Science Faculty Beth Cliffler provided the following report on embedded academic support, highlighting two programs: Peer Mentoring and Virtual Navigator. The Virtual Navigator Program stems out of COVID, when in Summer of 2020, students transitioned to online learning and virtual support services. The volunteer navigator supports students adjusting to a Blackboard course shell and connects them to resources as needed. The Peer Mentoring Collaborative Program is a classroom-based peer mentoring program that embeds peer mentors in the classroom at a faculty's request. Peer mentors are paid Triton students who are strong academically and paired with a course they have already taken and received an A. They attend all class sessions and host office hours to tutor students, facilitate study sessions, and connect students to campus resources. Ms. Cliffler noted that her students are more engaged in and out of the classroom having a peer mentor, who helps them not only with course content, but with college success skills. Student outcomes have improved in class sections that utilized either program; a 10 percent increase in success rates using a Virtual Navigator in Spring 2021, and an 18 percent increase using Peer Mentors in Fall 2021. President Moore commented that with the tremendous impact seen, the college is determining how to scale these classroom support programs.

PRESIDENT'S REPORT

President Mary-Rita Moore highlighted the success of faculty and students as follows. Faculty Advisor George Lam and students Simon Koziol, Johnathon Witkowski, and Juan Cervantes represented Triton College at the Model Illinois Government simulation in Springfield in early March, with Mr. Cervantes receiving the Outstanding Lobbyist Award. PTK student Elizabeth Dimetro was named a Coca-Cola Silver Scholar and will receive a \$1,250 scholarship award for the spring semester. In athletics, nine wrestlers qualified for the National Tournament and the team placed overall 20th in the nation. Our Men's Basketball Team are the 11th seed at the NJCAA Division I National Tournament in Hutchinson, Kansas. President Moore also commented that she is looking forward to being with employees on Friday for In-Service professional development workshops for Classified, Mid-Management, and Non-Bargained-For employees.

CHAIRMAN'S REPORT

None.

NEW BUSINESS

ACTION EXHIBITS

With leave of the Board, Ms. Viverito asked for the Action Exhibits to be taken as a group, including:

- 16717 Budget Transfers**
- 16718 Disposal of Obsolete Computer Equipment**
- 16719 AT&T ADI-Ethernet Phone Service**
- 16720 Change of Course Fees for Selected Accounting and Business Courses**
- 16721 Purchase of Accuplacer Units for Placement Testing**
- 16722 Curriculum Recommendations**

Mrs. Potter made a motion to approve the Action Exhibits, seconded by Ms. Hernandez. Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

- B44.13 Continuing Ed Guide – Summer 2022**
- B44.14 Districtwide Combined Schedule of Classes – Fall 2022**
- B44.15 West Dome RTU Replacement – Building A**
- B44.16 Touchless Actuators – Campus Wide**

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

BILLS AND INVOICES

Ms. Hernandez made a motion, seconded by Mr. Jennings, to pay the Bills and Invoices in the amount of \$5,565,145.12.

Roll Call Vote:

- Affirmative: Ms. Hernandez, Mr. Jennings, Mrs. Potter, Mr. Regan, Ms. Viverito.
- Absent: Mr. Johnson, Ms. Sanchez, Mr. Stephens.

Motion carried 5-0.

CLOSED SESSION

Mr. Regan 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. Jennings.

Roll Call Vote:

- Affirmative: Ms. Hernandez, Mr. Jennings, Mrs. Potter, Mr. Regan, Ms. Viverito.
- Absent: Mr. Johnson, Ms. Sanchez, Mr. Stephens.

Motion carried 5-0. The Board went into Closed Session at 7:27 p.m.

RETURN TO OPEN SESSION

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

Roll Call Vote:

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

Absent: Mr. Johnson, Ms. Sanchez, Mr. Stephens.

Motion carried 5-0. The Board returned to Open Session at 7:34 p.m.

HUMAN RESOURCES REPORT

1.0 Faculty

Mr. Regan made a motion, seconded by Ms. Hernandez, to approve page 1 of the Human Resources Report, items 1.1.01 through 1.2.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Mrs. Potter made a motion, seconded by Ms. Hernandez, to approve pages 2 - 4 of the Human Resources Report, items 2.1.01 through 2.7.01. Voice vote carried the motion unanimously.

3.0 Administration

Mr. Regan made a motion, seconded by Ms. Hernandez, to approve pages 5 - 7 of the Human Resources Report, items 3.1.01 through 3.3.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Mr. Jennings made a motion, seconded by Ms. Hernandez, to approve pages 8 and 9 of the Human Resources Report, items 4.1.01 through 4.6.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Mr. Jennings made a motion, seconded by Mrs. Potter, to approve pages 10 and 11 of the Human Resources Report, items 5.1.01 through 5.4.03 (items 5.5.01 is a first read). Voice vote carried the motion unanimously.

6.0 Hourly Employees

Ms. Hernandez made a motion, seconded by Mr. Jennings, to approve pages 12 - 14 of the Human Resources Report, items 6.1.01 through 6.2.03. Voice vote carried the motion unanimously.

7.0 Other

Ms. Hernandez made a motion, seconded by Mr. Jennings, to approve page 15 of the Human Resources Report, items 7.1.01 through 7.4.01. Voice vote carried the motion unanimously.

ADJOURNMENT

There being no further business before the Board, the Vice Chairwoman asked for a motion to adjourn. Motion was made by Mr. Jennings to adjourn the meeting, seconded by Mr. Regan. Voice vote carried the motion unanimously. Vice Chairwoman Viverito adjourned the meeting at 7:38 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Elizabeth Potter
Board Secretary

Susan Page
Susan Page, Recording Secretary

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

Meeting of April 19, 2022

ACTION EXHIBIT NO. 16725

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

Elizabeth Potter
Secretary

Date

Related forms requiring Board signature: Yes No

**PROPOSED BUDGET TRANSFERS - FY 2022
FOR THE PERIOD 3/1/22 to 3/31/22**

FROM		
ID#	AREA	ACCT #
EDUCATION FUND		
1	Bio Tech	01-10101511-540100210
2	Fitness Center	01-10101530-530400010
3	Sociology	01-10102050-550200010
4	English	01-10102510-540600010
5	Dean, of Business & Tech	01-20801020-550300005
6	Records	01-30100511-550200005
7	Records	01-30100511-550300005
8	Professional Development	01-80900540-530900010
9	Career Services	01-30200510-510200005

TO		
AREA	ACCT #	AMOUNT
Science	01-10101565-530400010	\$ 2,000.00
Fitness Center	01-10101530-540900505	2,000.00
Sociology	01-10102050-540600010	100.00
English	01-10102510-550100010	250.00
Dean, of Business & Tech	01-20801020-540600005	350.00
Records	01-30100511-540100110	1,100.00
Records	01-30100511-540100110	1,500.00
Professional Development	01-80900540-550100005	7,000.00
General Institutional	01-80600525-510900010	<u>13,734.00</u>
TOTAL EDUCATION FUND		\$ <u>28,034.00</u>

FROM		
ID#	AREA	ACCT #
BUILDING FUND		
10	Construction	02-70900501-580400005

TO		
AREA	ACCT #	AMOUNT
Building Operations 1	02-70100510-530400010	\$ <u>500,000.00</u>
TOTAL BUILDING FUND		\$ <u>500,000.00</u>

FROM		
ID#	AREA	ACCT #
AUXILIARY FUND		
11	Athletics	05-60400505-560200005
12	Athletics	05-60400505-590900000
13	Athletic Facilities Rentals	05-70900510-530400010
14	Athletic Facilities Rentals	05-70900510-590900000

TO		
AREA	ACCT #	AMOUNT
Athletics	05-60400505-530400010	\$ 4,000.00
Athletics	05-60400505-550300005	5,000.00
Athletics	05-60400505-550300005	4,000.00
Athletics	05-60400505-550300005	<u>10,000.00</u>
TOTAL AUXILIARY FUND		\$ <u>23,000.00</u>

**PROPOSED BUDGET TRANSFERS - FY 2022
FOR THE PERIOD 3/1/22 to 3/31/22**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
RESTRICTED FUND					
15	GEER	06-20905040-510600010	GEER	06-20905040-530900010	\$ 2,520.00
16	ICCB WEI2	06-30905012-510300030	ICCB WEI2	06-30905012-590200000	2,800.00
17	ICCB WEI2	06-30905012-520100105	ICCB WEI2	06-30905012-510200005	4,535.00
18	ICCB WEI2	06-30905012-520100405	ICCB WEI2	06-30905012-510200005	7.53
19	ICCB WEI2	06-30905012-520500005	ICCB WEI2	06-30905012-510200005	973.47
20	ICCB WEI2	06-30905012-530900010	ICCB WEI2	06-30905012-590200000	1,669.50
21	ICCB WEI2	06-30905012-540100210	ICCB WEI2	06-30905012-590200000	357.84
22	ICCB WEI2	06-30905012-540200010	ICCB WEI2	06-30905012-590200000	568.16
23	ICCB WEI2	06-30905012-540900505	ICCB WEI2	06-30905012-590200000	5,675.00
24	ICCB WEI2	06-30905012-550200005	ICCB WEI2	06-30905012-590200000	522.00
25	ICCB WEI2	06-30905012-590900000	ICCB WEI2	06-30905012-510200005	11,725.00
			TOTAL RESTRICTED FUND		\$ 31,353.50
			TOTAL PROPOSED BUDGET TRANSFERS		\$ 582,387.50

Budget Transfer Form

Dollar Amount \$2000

From what Budget Account 01 10101511 540100210 Object Code Description Bio Tech : Instructional Supplies

To what Budget Account 01 10101565 530400010 Science : Maintenance 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: All instructional supplies for BioTech courses have been purchased for year, coming in under the budgeted amount. However, some classroom equipment needs to be serviced and this isn't an appropriate object code for the maintenance.

Explain specifically why additional funds are needed in the receiving account: This is a more appropriate object code for equipment maintenance. Allowing us to keep using existing instruments for BioTech instead of purchasing new ones at this time.

Required Signatures

Requestor DocuSigned by: Sheldon Turner 3/14/2022

Cost Center Manager DocuSigned by: Sheldon Turner 3/14/2022

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President DocuSigned by: paul jensen 3/14/2022

Area Vice President DocuSigned by: Susan Campos 3/14/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: PN

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/16/22

Entered by: B6076DS 3/16/22

Budget Transfer Form

Dollar Amount \$2000

From what Budget Account 01 10101530 530400010 **Object Code Description** Fitness Center: Maintenance Services

To what Budget Account 01 10101530 540900505 Fitness Center: 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: We have an excess in Maintenance Funds that were budgeted due to less traffic related to the pandemic.

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 We need to purchase uniforms for the Fitness center. Currently there is not enough in the combined budget lines to purchase them. We have had many vendors take our order and send conformations, only to find that they dismissed our order. We have been at this since November 2021. We asked a vendor from Athletics, but they never replied so we had to find one that can has the best chance of fulfilling this order. The funds in maintenance services have not been used so we would like to take some of that to pay for the uniforms and screen printing.

Explain specifically why additional funds are needed in the receiving account:
 Since the funds in maintenance services have not been used, some of that will benefit the department in the "Fitness Center: Other Materials & Supplies" account line so we can purchase uniforms and other instructional materials in the near future.

Required Signatures

Requestor  2/22/2022

Cost Center Manager Dr. Julianne Murphy 2/22/2022

Associate Dean (If Applicable) Denk Salinas-Lazariski 2/24/2022

Dean (If Applicable) _____


Associate Vice President Paul Jensen 2/28/2022

Area Vice President Dr. Susan Campos 2/28/2022

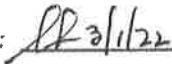
BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: 

Exec. Dir. of Bus. Operations: _____

VP of Business Services:  2/1/22

Entered by: B6053 DS 2/2/22

Budget Transfer Form

Dollar Amount \$100

From what Budget Account 01 10102050 550200010 Object Code Description Sociology : Prof Dev-Travel-In State

To what Budget Account 01 10102050 540600010 Object Code Description Sociology : Prof Dev-Publications & Due

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:
 Due to covid-19 pandemic conferences and meetings are cancelled or being held remotely. Fewer moneys are needed to support faculty travel in state.

Explain specifically why additional funds are needed in the receiving account:
 Faculty are diverting their professional development funds to purchasing more publications and subscriptions.

Required Signatures

Requestor Danielle Manni 2/24/2022

Cost Center Manager Danielle Manni 2/24/2022

Associate Dean (If Applicable) Derek Salinas-Lazariski 2/28/2022

Dean (If Applicable) _____

Associate Vice President Paul Jensen 2/28/2022

Area Vice President Susan Marie Campos 2/28/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/1/22

Entered by: BLOSA DS 3/2/22

Budget Transfer Form

Dollar Amount

\$250.00

From what Budget Account

01 10102510 540600010

Object Code Description

Prof. Dev. Publication & Dues

To what Budget Account

01 10102510 550100010

Prof. Dev. Meeting Expense

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

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

Grant Accountant?

Include Attachments: Yes [] No [X]

Rationale:

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

There are no funds in the PD Meeting Expense account, and that is the account that the funds need to be paid from.

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

These funds are needed for Rebecca Fournier's Registration Fee to attend a NAPE Virtual Conference.

Required Signatures

Requestor

DocuSigned by: Linda Pusley 2/24/2022

Cost Center Manager

DocuSigned by: Michael Flaherty 2/24/2022

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 2/28/2022

Area Vice President

DocuSigned by: Susan Campos 2/28/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *M*

Exec. Dir. of Bus. Operations: _____

VP of Business Services: AL 3/1/22

Entered by: BL051DS 3/2/22


Budget Transfer Form

Dollar Amount \$350

From what Budget Account 01 20801020 550300005 Object Code Description Dean B&T : Travel - Out of State

To what Budget Account 01 20801020 540600005 Object Code Description Dean B&T: Publication & Dues

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

Grant Accountant? _____ Include Attachments: Yes No 

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 ACBSP Women's Academic Leadership Conference in New Orleans was canceled.

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

Funds are needed to renew the Oak Park River Forest Chamber of Commerce membership.

Required Signatures

Requestor DocuSigned by: Jennifer Davidson 2/25/2022
EE74008D3C48E

Cost Center Manager DocuSigned by: Jennifer Davidson 2/25/2022
EE74008D3C48E

Associate Dean (If Applicable) _____

Dean (If Applicable) DocuSigned by: Jennifer Davidson 2/25/2022
EE74008D3C48E

Associate Vice President DocuSigned by: Paul Jensen 2/28/2022
15C068B1074DE

Area Vice President DocuSigned by: Susan Campos 2/28/2022
FC3A351F854185

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: JP

Exec. Dir. of Bus. Operations: _____

VP of Business Services: JP 2/1/22

Entered by: BL054DS 3/2/22

Budget Transfer Form

Dollar Amount \$1100

From what Budget Account 01 30100511 550200005 Object Code Description Travel - In State

To what Budget Account 01 30100511 540100110 office supplies

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
The Records Office have no travel plans for the remainder of the fiscal year. These dollars would go unused.

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

We are replacing a more than 6 year old shredder that no longer works properly with a newer, more efficient, and more secure model.

Required Signatures

Requestor Mede Beck 2/24/2022

Cost Center Manager Mede Beck 2/24/2022

Associate Dean (If Applicable) _____
Dean (If Applicable) Ken Smith 2/24/2022

Associate Vice President Hilary Meyer 2/25/2022

Area Vice President Jodi Koolow Martin 2/25/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ 

Exec. Dir. of Bus. Operations: _____

VP of Business Services: Susan 2/25/22

Entered by: BL042DS 3/1/22

Budget Transfer Form

Dollar Amount \$1500

From what Budget Account 01 30100511 550300005 Object Code Description Travel - out of State

To what Budget Account 01 30100511 540100110 Office Supplies

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
The Records Office has no travel plans between now and June 30. The funds would go unused.

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

we are replacing a more than six year old shredder with a new, more efficient, and more secure model.

Required Signatures

Requestor Michelle Beck 2/24/2022

Cost Center Manager Michelle Beck 2/24/2022

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Hilary Meyer 2/25/2022

Area Vice President Jodi Koslow Martin 2/25/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: MR

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 2/25/22

Entered by: BLO411253/1/22

Budget Transfer Form

Dollar Amount

\$7000.00

From what Budget Account

01 80900540 530900010

Object Code Description

Contractor - other

To what Budget Account

01 80900540 550100005

Meeting Expense

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

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

Grant Accountant?

Include Attachments: Yes () No (x)

Rationale:

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

I relied less on independent contractors this year, knowing I had rather large expenses related to new recognition and employee engagement initiatives.

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

New shared values - related recognition and more employee engagement initiatives.

Required Signatures

Requestor

DocuSigned by:

Susan Kohde

2/23/2022

Cost Center Manager

DocuSigned by:

Susan Kohde

2/23/2022

Associate Dean (if Applicable)

Dean (if Applicable)

Associate Vice President

DocuSigned by:

Joe Klingner

2/25/2022

Area Vice President

DocuSigned by:

Sean Sullinan

2/25/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MS*

Exec. Dir. of Bus. Operations: _____

VP of Business Services: *Sean 2/25/22*

Entered by: *B603805 3/1/22*

Budget Transfer Form

Dollar Amount \$13,734.00

From what Budget Account 01 30200510 510200005 Object Code Description Salary

To what Budget Account 01 80600525 510900010 Salary Lapse

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

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

Rationale:
 Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Unused salary for the position of Assistant Director of Career Services from December 1, 2021 - February 20, 2022.

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

Required Signatures

Requestor Adrienne Thomas 2/22/2022

Cost Center Manager Joe Klingler 2/22/2022

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Colleen Rockafellow 3/3/2022

Area Vice President Sean Sullivan 3/3/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AM

Exec. Dir. of Bus. Operations: _____

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

Entered by: BLOGLY DS 3/9/22

Budget Transfer Form

Dollar Amount \$500,000.00

From what Budget Account 02 70900501 580400005 Object Code Description Construction : Building Remodeling >50K

To what Budget Account 02 70100510 530400010 Building Operations 1: Maintenance Services

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

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

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Less construction funds needed as projects previously anticipated will not be completed this fiscal year leaving funds available.

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

Funds are needed to cover Plumbing services and Electrical services for the remainder of the Fiscal year which are March, April, May, June 2022.

Required Signatures

Requestor DocuSigned by: Rebecca Chavez 2/24/2022

Cost Center Manager DocuSigned by: John Lambert 2/24/2022

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President DocuSigned by: Colleen Rockafellow 2/24/2022

Area Vice President DocuSigned by: Sean Sullivan 2/24/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: AP

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 2/24/22

Entered by: BLO3905 3/1/22

Budget Transfer Form

Dollar Amount \$4,000.00

From what Budget Account 05 60400505 560200005 Object Code Description Athletics-Rental Equipment

To what Budget Account 05 60400505 530400010 Object Code Description Athletics-Maintenance 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:
 Funds for rental equipment no longer needed for FY22.

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

Additional funds needed for gymnasium bleacher inspection and unforeseen necessary repairs.

Required Signatures

Requestor garick abeghian 3/23/2022

Cost Center Manager garick abeghian 3/23/2022

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Michael Garity 3/25/2022

Area Vice President Sean Sullivan 3/25/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MP*

Exec. Dir. of Bus. Operations: _____

VP of Business Services: Sean 2/28/22

Entered by: B6080DS 3/28/22

Budget Transfer Form

Dollar Amount \$5,000.00

From what Budget Account 05 60400505 590900000 Object Code Description Athletics : Other Expenditures

To what Budget Account 05 60400505 550300005 Athletics: 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:
 seasons complete; funds to be consolidated for National Tourney out of state travel.

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

Additional out of state travel funding is necessary due to success of wrestling and Men's basketball in national tourneys, comprising 15 nights out of state.

Required Signatures

Requestor *Garrick Abzejian* 3/10/2022

Cost Center Manager *Andrew Blahut* 3/10/2022

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President *Garrick Abzejian* 3/10/2022

Area Vice President *Sean Sullivan* 3/10/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: *[Signature]*

Exec. Dir. of Bus. Operations: _____

VP of Business Services: *[Signature]* 3/11/22

Entered by: *B606905* 3/11/22

Budget Transfer Form

Dollar Amount \$4,000.00

From what Budget Account 05 70900510 530400010 Object Code Description Ath Fac - Maintenance Services

To what Budget Account 05 60400505 550300005 Object Code Description Athletics - 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: Maintenance services for Athletic Facilities reduced due to a decrease in outside rental in FY22.

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

Additional out of state travel funding necessary due to 4 out of state tourney trips for Men's Basketball and Wrestling.

Required Signatures

Requestor DocuSigned by: garrick abeytiau 3/23/2022

Cost Center Manager DocuSigned by: garrick abeytiau 3/23/2022

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President DocuSigned by: Michael Garity 3/25/2022

Area Vice President DocuSigned by: Sean Sullivan 3/25/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: APL

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/28/22

Entered by: BL081DS 3/28/22

Budget Transfer Form

Dollar Amount: \$10,000.00

From what Budget Account: 05 - 70900510 - 590900000 Object Code Description: Athletic Facilities Rentals; Other Expenditures

To what Budget Account: 05 - 60400505 - 550300005 Object Code Description: Athletics: 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:
 Seasons complete; funds to be consolidated for national Tourney out of state travel.

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

Additional out of state travel funding is necessary due to success of wrestling and Men's basketball in national tourneys, comprising 15 nights out of state.

Required Signatures

Requestor: garick abeglian 3/10/2022

Cost Center Manager: Andrew Blahut 3/10/2022

Associate Dean (if Applicable): _____

Dean (if Applicable): _____

Associate Vice President: garick abeglian 3/10/2022

Area Vice President: Sean Sullivan 3/10/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance: _____

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/11/22

Entered by: B6070253/11/22

Budget Transfer Form

Dollar Amount \$2,520.00

From what Budget Account 06 - 20905040 - 510600010 Object Code Description GEER : Clerical - Part-Time
 To what Budget Account 06 - 20905040 - 530900010 Object Code Description GEER : Other Contractual Services

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? David Rodriguez Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 Funding is no longer needed in the GEER 1 Clerical part time line because we have not hired additional part-time staff.

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

Remaining funds are being moved to other contractual to pay the Doxy.me invoice. This is allowable per the ICCB GEER 1 guidelines.

"This is an allowable transfer under the GEER Grant guidelines."

Required Signatures

Requestor Sandra Berryhill 2/25/2022
 Cost Center Manager Sandra Berryhill 2/25/2022
 Associate Dean (If Applicable) _____
 Dean (If Applicable) _____
 Associate Vice President Hilary Meyer 2/25/2022
 Area Vice President Jodi E Koslow Martin 2/25/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: DR FEB 28 2022
 Asst. Director of Finance _____
 Exec. Director of Finance: _____
 Exeo. Dir. of Bus. Operations: _____
 VP of Business Services: lf 3/1/22

Entered by: B4050 DS 3/2/22

Budget Transfer Form

Dollar Amount

\$2800

From what Budget Account

06 30905012 510300030

Object Code Description

Extra Duty Full Time Non-Chair

To what Budget Account

06 30905012 590200000

Student Grants and Scholarships

DS
RC

Is this a Grant?
Yes No

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

Grant Accountant? Elizabeth Zydron

Include Attachments: Yes No

Rationale:

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

A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance with the budget modification, \$2,800 is no longer needed in Extra Duty Full Time Non-Chair therefore, is available for transfer to Student Grants and Scholarships.

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

Following the budget modification approved by the Illinois Community College Board, an additional \$2,800 is needed to cover the student Grants and Scholarships Grants line. This is allowable per WEI 2 grant guidelines.

"This is an allowable transfer under the ICCB WEI2 grant guidelines."

Required Signatures

Requestor

DocuSigned by: Will White 2/25/2022
F33801CF5084E0

Cost Center Manager

DocuSigned by: Will White 2/25/2022
F3298C1CF5084E0

Associate Dean (if Applicable)

Dean (if Applicable)

DocuSigned by: Raquel Coturo 3/4/2022
2620214445714F9

Associate Vice President

DocuSigned by: Susan Campos 3/4/2022
FC12851F301435

Area Vice President

DocuSigned by: Mary-Rita Moore 3/4/2022
B3AD25FE203E462

BUSINESS OFFICE APPROVALS

Grant Accountant: Elizabeth Zydron 3/7/22

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/7/22

Entered by: BLO66 DS 3/8/22

Budget Transfer Form

Dollar Amount \$4535

From what Budget Account 06 30905012 520100105 Object Code Description Medical/Dental

To what Budget Account 06 30905012 510200005 Professional Technical Full Time

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

Grant Accountant? Elizabeth Zydron Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance with the budget modification, \$4,535 is no longer needed in Medical/Dental therefore, is available for transfer to the Professional Technical Full Time line.

Explain specifically why additional funds are needed in the receiving account:
 Following the budget modification approved by the Illinois Community College Board, an additional \$4,535 is needed to cover the Professional Technical Full Time line.

"This is an allowable transfer under the ICCB WEI2 grant guidelines."

Required Signatures

Requestor Will White 2/25/2022

Cost Center Manager Will White 2/25/2022

Associate Dean (If Applicable) _____

Dean (If Applicable) Raquel Coturo 2/25/2022

Associate Vice President Susan Campos 3/1/2022

Area Vice President Mary-Rita Moore 3/1/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 3/3/22

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/4/22

Entered by: B6059 DS 3/7/22

Budget Transfer Form

Dollar Amount \$7.53

From what Budget Account 06 30905012 520100405

Object Code Description

Life Insurance

To what Budget Account 06 30905012 510200005

Professional Technical Full Time

DS
RL

Is this a Grant?
Yes No

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

Grant Accountant? Elizabeth Zydron

Include Attachments: Yes No

Rationale:

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

A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance with the budget modification, \$7.53 is no longer needed in the Life Insurance line therefore, is available for transfer to the Professional Technical Full-Time line.

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

Following the budget modification approved by the Illinois Community College Board, an additional \$7.53. is needed to cover the Professional Technical Full-Time line.

"This is an allowable transfer under the ICCB WEI2 grant guidelines."

Required Signatures

Requestor

DocuSigned by: Will White 2/25/2022
F029D10F5004C0

Cost Center Manager

DocuSigned by: Will White 2/25/2022
F329871CF5084C0

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Susan Campos 3/1/2022
F030351F644495

Area Vice President

DocuSigned by: Mary-Rita Moore 3/1/2022
B3AB294E203E467

BUSINESS OFFICE APPROVALS

Grant Accountant: Elysha 3/3/22

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/4/22

Entered by: BLO58 DS 3/7/22

Budget Transfer Form

Dollar Amount

\$973.47

From what Budget Account

06 30905012 520500005

Object Code Description

Medicare

To what Budget Account

06 30905012 510200005

Professional Technical Full Time

Is this a Grant?

Yes No

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

Grant Accountant? Elizabeth Zydron

Include Attachments: Yes No

Rationale:

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

A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance with the budget modification, \$973.47 is no longer needed in Medicare therefore, is available for transfer to Professional Technical Full-Time line.

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

Following the budget modification approved by the Illinois Community College Board, an additional \$973.47 is needed to cover the Professional Technical Full-Time line.

"This is an allowable transfer under the ICCB WEI2 grant guidelines."

Required Signatures

Requestor

DocuSigned by: Will White 2/25/2022

Cost Center Manager

DocuSigned by: Will White 2/25/2022

Associate Dean (if Applicable)

DocuSigned by: 2/25/2022

Dean (if Applicable)

Rachel Cotrus 2/25/2022

Associate Vice President

DocuSigned by: Susan Campos 2/25/2022

Area Vice President

DocuSigned by: Mary-Rita Moore 2/25/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 2/28/22

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/1/22

Entered by: B6045 DS 3/2/22

Budget Transfer Form

Dollar Amount \$1669.50

From what Budget Account 06 30905012 530900010 Object Code Description other Contractual

To what Budget Account 06 30905012 590200000 Student Grants and Scholarships

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

Grant Accountant? Elizabeth Zytron Include Attachments: Yes No

Rationale:

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

A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance with the budget modification, \$1,669.50 is no longer needed in Other Contractual therefore, is available for transfer to the Student Grants and Scholarships line.

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

Following the budget modification approved by the Illinois Community College Board, an additional \$1,669.50 is needed to cover the Student Grants and Scholarships line. This is allowable per grant guidelines.

Required Signatures

Requestor

DocuSigned by: Will White 2/25/2022
F8280D10F8084C0

Cost Center Manager

DocuSigned by: Will White 2/25/2022
F3288071CF5088420

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by: Raquel Cotruvo 2/28/2022
49588335C7F8433

Associate Vice President

DocuSigned by: Susan Campos 2/28/2022
F3C4451F8641499

Area Vice President

DocuSigned by: Mary-Rita Moore 2/28/2022
03AB294E203E462

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zytron 3/1/22

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/2/22

Entered by: BLOSS DS 3/2/22

Budget Transfer Form

Dollar Amount \$357.84

From what Budget Account 06 30905012 540100210 **Object Code Description** Instructional Supplies

To what Budget Account 06 30905012 590200000 **Object Code Description** Student Grants & Scholarships

^{DS} 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? Elizabeth Zytron **Include Attachments:** Yes No

Rationale:

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

A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance with the budget modification, \$357.84 is no longer needed in Instructional Supplies therefore, is available for transfer to the Student Grants and Scholarships line.

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

Following the budget modification approved by the Illinois Community College Board, an additional \$357.84 is needed to cover Student Grants and Scholarships.

"This is an allowable transfer under the ICCB WEI2 grant guidelines."

Required Signatures

Requestor Will White 2/25/2022
DocuSigned by: F056D1CF50A400

Cost Center Manager Will White 2/25/2022
DocuSigned by: F329B01CF508400

Associate Dean (If Applicable) _____

Dean (If Applicable) Raquel Coturo 2/25/2022
DocuSigned by: C05B435C7F5433

Associate Vice President Susan Campos 2/25/2022
DocuSigned by: FC3A451F8641495

Area Vice President Mary-Rita Moore 2/28/2022
DocuSigned by: 83AB264E203E462

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zytron 2/28/22

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/1/22

Entered by: BL049 DS 3/2/22

Budget Transfer Form

Dollar Amount \$568.16

From what Budget Account 06 30905012 540200010 **Object Code Description** Copier Charge

To what Budget Account 06 30905012 590200000 Student Grants and Scholarships

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

Grant Accountant? Elizabeth Zydron Include Attachments: Yes No

Rationale:
Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance to the budget modification, \$568.18 is no longer needed in Copier Charges therefore, is available for transfer to the Student Grants and Scholarships line.

Explain specifically why additional funds are needed in the receiving account:
 Following the budget modification approved by the Illinois Community College Board, an additional \$568.16 is needed to cover the Student Grants and Scholarships line.

"This is an allowable transfer under the ICCB WEI2 grant guidelines."

Required Signatures

Requestor Will White 2/25/2022
DocuSigned by: F026D10F500400

Cost Center Manager Will White 2/25/2022
DocuSigned by: F3208D1CF5085C0

Associate Dean (If Applicable) _____

Dean (If Applicable) Raquel Coturo 2/25/2022
DocuSigned by: A308D35C7F2633

Associate Vice President Susan Campos 2/25/2022
DocuSigned by: FC2831F804765

Area Vice President Mary-Rita Moore 2/28/2022
DocuSigned by: 63A8294E203E4B2

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 2/28/22

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

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

Entered by: BLOU2 DS 3/7/22

Budget Transfer Form

Dollar Amount \$5675

From what Budget Account 06 30905012 540900505 Object Code Description other Material and Supplies

To what Budget Account 06 30905012 590200000 Student Grants and Scholarships

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

Grant Accountant? Elizabeth Zytron 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:

A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance to the budget modification, \$5,675 is no longer needed in Other Material and Supplies therefore, is available for transfer to Student Grants and Scholarships.

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

Following the budget modification approved by the Illinois Community College Board, an additional \$5,675 is needed to cover the Student Grants and Scholarships line.

"This is an allowable transfer under the ICCB WEI2 grant guidelines."

Required Signatures

Requestor Will White 2/24/2022

Cost Center Manager Will White 2/24/2022

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President Susan Campos 3/1/2022

Area Vice President Mary-Rita Moore 3/1/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: Elizabeth Zytron 3/3/22

Asst. Director of Finance: _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/4/22

Entered by: BL057 DS 3/7/22

Budget Transfer Form

Dollar Amount \$522

From what Budget Account 06 30905012 550200005 Object Code Description Travel

To what Budget Account 06 30905012 590200000 Student Grants and Scholarships

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

Grant Accountant? Elizabeth Zydron Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance with the budget modification, \$522 is no longer needed in Travel therefore, is available for transfer to the Student Grants and Scholarships line.

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

Following the budget modification approved by the Illinois Community College Board, an additional \$522 is needed to cover salaries in the Student Grants and Scholarships line.

"This is an allowable transfer under the ICCB WEI2 grant guidelines."

Required Signatures

Requestor Will White 2/25/2022

Cost Center Manager Will White 2/25/2022

Associate Dean (if Applicable) _____

Dean (if Applicable) Raguel Cotruvo 2/25/2022

Associate Vice President Susan Campos 2/25/2022

Area Vice President Mary Rita Moore 2/28/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: Elizabeth Zydron 2/28/22

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/1/22

Entered by: BLO47 DS 3/2/22

Budget Transfer Form

Dollar Amount \$11725

From what Budget Account 06 30905012 590900000 Object Code Description Other Expenditures

To what Budget Account 06 30905012 510200005 Professional Technical Full Time

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

Grant Accountant? Elizabeth Zydron Include Attachments: Yes No

Rationale:

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

A WEI2 Budget modification was completed and approved on 2/7/2022 by the Illinois Community College Board. In accordance with the budget modification, \$11,725 is no longer needed in Other Expenditures therefore, and is available for transfer to Professional Technical Full-Time line.

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

Following the budget modification approved by the Illinois Community College Board, an additional \$11,725 is needed to cover the Professional Technical Full-Time line.

"This is an allowable transfer under the ICCB Wei2 grant guidelines."

Required Signatures:

Requestor Will White 2/25/2022

Cost Center Manager Will White 2/25/2022

Associate Dean (if Applicable) _____

Dean (if Applicable) Rajeev Chandra 2/25/2022

Associate Vice President Susan Campos 2/25/2022

Area Vice President Mary-Rita Moore 2/28/2022

BUSINESS OFFICE APPROVALS

Grant Accountant: E Zydron 3/18/22

Asst. Director of Finance _____

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 3/18/22

Entered by: B6079 DS 3/21/22

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

Meeting of April 19, 2022

ACTION EXHIBIT NO. 16726

SUBJECT: CERTIFICATION OF CHARGEBACK REIMBURSEMENT FOR FY 2022

RECOMMENDATION: That the Board of Trustees approve the Certification of Chargeback Reimbursement for Fiscal Year 2022 as approved by the accounting firm of Crowe LLP. The chargeback reimbursement per semester credit hour for Fiscal Year 2022 is \$231.99.

RATIONALE: The Certification of Chargeback Reimbursement is calculated in accordance with the formula specified in the Fiscal Management Manual. Normally, the “Certification of Chargeback Reimbursement” schedule is submitted to the Board of Trustees in September after the ICCB processes the credit hour claim file. This fiscal year, due to ICCB computer issues, the needed steps to finalize the Credit Hour Claim were only recently completed.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Elizabeth Potter
Secretary

Date

Related forms requiring Board signature: Yes No

TRITON COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 504
 Certification of Charge-back Reimbursement
 Fiscal Year 2022

All fiscal year 2021 noncapital audited operating expenditures from the following funds:

1. Education Fund		\$ 42,089,802
2. Operations and Maintenance Fund		8,950,753
3. Operations and Maintenance Fund (Restricted)		146,902
4. Bond and Interest Fund		4,362,344
5. Public Building Commission Rental Fund		-
6. Restricted Purposes Fund		28,891,390
7. Audit Fund		104,356
8. Liability, Protection, and Settlement Fund		3,180,086
9. Auxiliary Enterprise Fund (Subsidy Only)		1,488,168
10. Total noncapital audited expenditures		89,213,801
11. Plus depreciation on capital outlay expenditures (equipment, building, and fixed equipment paid) from sources other than state and federal funds		2,221,600
12. Total costs included		91,435,401
13. Total certified semester credit hours for FY 2021		140,110
14. Per capita cost		652.60
15. All FY 2021 state and federal operating grants for noncapital expenditures, except ICCB grants		32,339,056
16. Less FY 2021 state and federal grants per semester credit hour		230.81
17. Less each district's average ICCB grant rate for fiscal year 2022		35.80
18. Less each district's student tuition per semester credit hour for fiscal year 2022		154.00
19. Equals charge-back reimbursement per semester credit hour		\$ 231.99

Approved: _____
 Sean Sullivan, Vice President, Business Services Date _____

Approved: _____
 Mary-Rita Moore, President Date _____

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

Meeting of April 19, 2022

ACTION EXHIBIT NO. 16727

SUBJECT: SIDEARM SPORTS SERVICE AGREEMENT

RECOMMENDATION: That the Board of Trustees approve a Service Agreement renewal with Sidearm Sports athletic website hosting for five years. The first year Sidearm will host at a cost of \$3,500 and renewals as follows: FY24 \$3,650; FY25 \$3,800; FY26 \$3,950; and FY27 \$4,100. This renewal Agreement is effective beginning July 1, 2022 through June 30, 2027. The total cost for the five year Agreement is \$19,000.

RATIONALE: Sidearm Sports will continue to provide Triton College with a dedicated hosted athletic website designed specifically for athletic programs. The platform has been well received by the followers of Triton Athletics. The platform offers a user friendly interface that is designed specifically for athletic rosters, schedules, scores and standing formats for all College Athletics.

Sean Sullivan

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

Board Officers' Signatures Required:

_____	_____	_____
Mark R. Stephens Chairman	Elizabeth Potter Secretary	Date

Related forms requiring Board signature: Yes No



MASTER SERVICES AGREEMENT

SIDEARM Sports, LLC | 109 S. Warren Street, Suite 600 | Syracuse, NY 13202

Effective Date July 1, 2022

Client Name: Triton College
Client Address: 2000 Fifth Ave, River Grove, IL 60171
Client Contact Name: Michael Garrity Phone: 708-456-0300, ext.3240
Client Contact Title: Associate Vice President, Information Systems Email: michaelgarrity@triton.edu

This Master Services Agreement together with each applicable exhibit (each an "Exhibit") (collectively, the "Agreement") which is hereby incorporated, collectively comprises the Agreement made by and between SIDEARM Sports, LLC ("SIDEARM") and Triton College ("Client"), where SIDEARM and Client are each (a "Party") and together (the "Parties").

NOW, THEREFORE, in consideration of the Parties' mutual covenants and undertakings, and other good and valuable consideration the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

- 1. SERVICE FEES AND COMPENSATION. In consideration for the services provided by SIDEARM to Client, the Parties agree to the financial terms shown on each Exhibit.
2. TERM. This Agreement shall commence on the Effective Date shown above and shall continue in effect for the term specified in each Exhibit.
3. SERVICES. The service to be provided by SIDEARM under this Agreement shall consist of the setup and operation of an online service platform and mobile applications with related functionality as further described in each Exhibit as well as aggregation of certain Client Content in order to further exposure to Client's official athletics website (the "Service").
4. CLIENT RESPONSIBILITIES. Client shall be responsible for all content and information of any type or form, which is provided by Client or otherwise made available by Client (the "Content").
5. GRANT OF LICENSE. For the Term of this Agreement, SIDEARM hereby grants Client the non-exclusive right and license to utilize the Service only as specifically and explicitly authorized by this Agreement.
6. INDEPENDENT CONTRACTOR. SIDEARM is an independent contractor of Client. Accordingly, neither Party shall, nor shall any officer, director, employee, servant, agent or independent contractor of either Party (i) be deemed an employee of the other Party, (ii) commit the other Party to any obligation, or (iii) hold itself, himself, or herself out as an employee of the other Party or a Person with the authority to commit the other Party to any obligation.
7. COMPLIANCE WITH LAW. Both Client and SIDEARM shall comply with all applicable federal, state, and local laws in connection with their respective performance under this Agreement.
8. DELIVERABLES AND INTELLECTUAL PROPERTY RIGHTS. Any Content provided to SIDEARM by Client under this Agreement shall at all times remain the property of Client.

SIDEARM Initials Client Initials

SIDEARM any and all rights, title and interest, including, without limitation, patents, copyrights, trade secrets and proprietary rights, in and to the materials created or developed by SIDEARM hereunder and required to be delivered to Client in connection with the Service (the "Deliverables"). The Deliverables shall not be deemed to be "works made for hire" under the U.S. (or any other jurisdiction's) copyright laws. Client agrees to give SIDEARM reasonable assistance to perfect such assignment of such rights, title and interest. Client will not and will not allow others to reverse engineer, decompile, disassemble or otherwise attempt to derive the source code of any SIDEARM Service or Deliverable, except to the extent allowed under any applicable law.

9. **LIMITED SERVICE WARRANTY.** SIDEARM warrants that the Service will operate according to any specifications which may be provided or published by SIDEARM. If it is determined that the Service does not operate according to such specifications, SIDEARM's only responsibility will be to use its commercially reasonable efforts, consistent with industry standards, to cure the defect. EXCEPT AS EXPRESSLY SET FORTH HEREIN, NO OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT ARE MADE BY SIDEARM.
10. **INFRINGEMENT.** SIDEARM warrants and represents that the Service and the Deliverables do not, and Client warrants that the Content does not, infringe upon or constitute a misappropriation of any U.S. copyright, trademark, patent, trade secret or other proprietary right of any third party. To the extent permitted by applicable law, each Party will indemnify, defend and hold the other Party harmless from and against all third-party claims against, and any related damages, claims, expenses (including reasonable attorney's fees), judgments, liabilities and costs ("Losses"), which the indemnified party may suffer or incur arising from any claim or action alleging that the Service, Deliverables, or Content (as applicable) infringe any U.S. copyright, trade secret, patent, or other proprietary or intellectual property right. The indemnifying party shall, upon the indemnified party's demand, promptly and diligently, defend at its own risk and expense, all such claims for which the indemnifying party is responsible under this Section, and further to the indemnifying party's indemnification obligations, the indemnifying party shall pay and satisfy any judgment, decree, loss or settlement in connection therewith. The indemnified party shall cooperate with the indemnifying party in such defense and may have counsel of its own choosing and its own expense, provided that the indemnified party may not enter into any settlement without the indemnifying party's prior written approval. In the event of any third-party claim against Client in respect of the Service or the Deliverables, SIDEARM, at its option, may (i) obtain the right to use the Deliverables without obligation on the part of Client to the owner of the allegedly infringed intellectual property, (ii) modify the Service and/or Deliverables, without materially diminishing the functionality or performance, thereof, to become non-infringing or (iii) discontinue the use of infringing Service or Deliverables.
11. **LIMITATIONS OF LIABILITY.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF BUSINESS PROFITS OR GOODWILL OR FOR BUSINESS INTERRUPTION) ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF THE FORM OF THE ACTION AND EVEN IF A REPRESENTATIVE OF THE PARTY ALLEGEDLY LIABLE WAS ADVISED, HAD REASON TO KNOW, OR IN FACT KNEW OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. WITH THE SOLE EXCEPTION OF EACH PARTY'S INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 10 HEREIN, AND CLIENT'S OBLIGATIONS IN SECTION 13, IN NO EVENT SHALL EITHER PARTY'S LIABILITY FOR ANY CLAIM ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER ALONE OR IN THE AGGREGATE WITH OTHER CLAIMS) EXCEED THE TOTAL AMOUNT SIDEARM HAS RECEIVED UNDER THE AGREEMENT DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE IMPOSITION OF SUCH LIABILITY. THE LIMITATIONS SET FORTH ABOVE SHALL BE DEEMED TO APPLY TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDIES. EACH PARTY ACKNOWLEDGES AND AGREES THAT IT HAS FULLY CONSIDERED THE FOREGOING ALLOCATION OF RISK AND FINDS IT REASONABLE, AND THAT THE FOREGOING LIMITATIONS ARE AN ESSENTIAL BASIS OF THE BARGAIN BETWEEN THE PARTIES.
12. **ASSIGNMENT; AMENDMENT; WAIVER; SUBCONTRACTING.** (a) Neither Party may assign this Agreement nor any of its rights and obligations under this Agreement, without the prior written consent of the other Party. Notwithstanding the foregoing, the public offering of a Party, a sale of a controlling interest in a Party, or a sale of substantially all the assets of a Party shall not constitute an assignment for purposes of this Section. (b) This Agreement and the rights and obligations hereunder may not be in whole or part (i) amended, (ii) waived, or (iii) subcontracted, without the prior written consent of the Party against whom enforcement of such action is sought. Any purported modification without such prior written consent shall be null and void. The failure of a Party to assert any of its rights under this Agreement, including the right to demand strict performance, shall not constitute a waiver of such rights.
13. **TAXES.** As between Client and SIDEARM, Client shall be solely responsible for determining and remitting on a timely basis all taxes that are required by law to be determined, collected and remitted to the applicable taxing authorities with respect to the collection of revenue from Client's customers (collectively "Taxes"). Client shall be solely responsible for filing returns and remitting Taxes to the applicable taxing authorities solely about the collection of revenue from the Client's customers. Client agrees to pay all penalties and/or interest imposed by the applicable authority relating to Taxes that result from the collection of revenue from the Client's customers.
14. **TERMINATION.** Either Party may terminate this Agreement (a) as a result of the material breach of any material term or condition of this Agreement by the other Party which has not been cured within thirty (30) days after receipt of notice of such breach, or unless substantial steps toward a cure have been undertaken within such thirty (30) day period and which breach is subsequently cured within sixty (60) days after receipt of such written notification or (b) upon mutual written agreement of the Parties.
15. **CONFIDENTIALITY.** Subject to any applicable law, "Confidential Information" shall include: (i) all prices, rates and other financial information related to the Service, (ii) all information relating to the customers of either Party, including customer lists, and (iii) all information one Party provides to the other which is clearly identified or which by its nature would reasonably be considered as confidential or proprietary. Confidential Information disclosed by

SIDEARM Initials _____

Client Initials _____

either Party to the other shall be held by the recipient in confidence and not: (a) used by the recipient for personal advantage of any kind, or (b) made available for third parties to use. Each Party will direct its employees, contractors, consultants and representatives who have access to any Confidential Information to comply with all the terms of this Section. Each Party shall be responsible for any failure by any such employee, contractor, consultant or representative to comply with the terms of this Section. The following information shall not be Confidential Information if: (i) it is or becomes available to the public through no wrongful act of the receiving Party; (ii) it is already in the possession of the receiving Party and not subject to any agreement of confidence between the Parties; (iii) it is received from a third party without restriction for the benefit of the disclosing Party and without breach of confidentiality obligations or duties of such third party; (iv) it is independently developed by the receiving Party; (v) it is disclosed pursuant to a requirement of a duly empowered government agency, a stock exchange on which a Party's stock is or may be traded, or a court of competent jurisdiction after due notice and an adequate opportunity to intervene is given to the disclosing Party unless such notice is prohibited. Upon termination or expiration of this Agreement, the receiving Party shall at the disclosing Party's direction, either return or destroy all the disclosing Party's Confidential Information and so certify in writing. The obligations of this provision will survive for three (3) years after any termination or expiration of this Agreement.

- 16. **PUBLICITY.** SIDEARM may list Client as a customer for marketing services and may use Client's approved logo in such identification. Client shall retain all right, title and interest in Client's name and logo.
- 17. **FORCE MAJEURE.** Neither Party shall be liable for failure to fulfill its obligations under this Agreement if that failure is caused, directly or indirectly, by flood, communications failure, extreme weather, fire, mud slide, earthquake, or other natural calamity or act of God, interruption in water or electricity, riots, civil disorders, rebellions or revolutions, acts of governmental agencies, quarantines, embargoes, malicious acts of third parties, acts of terrorism, labor disputes affecting vendors or subcontractors and for which the party claiming force majeure is not responsible, or any other similar cause beyond the reasonable control of that party.
- 18. **CONSENT TO JURISDICTION AND VENUE; GOVERNING LAW.** Exclusive original jurisdiction for all claims or actions with respect to this Agreement shall be in the applicable state or federal courts of Syracuse, New York and the Parties expressly waive any objections to the same on any grounds, including, but not limited to, venue and forum non conveniens. This Agreement is intended as a contract under, and shall be governed and construed in accordance with, the laws of the State of New York, without regard to the conflict of laws provisions thereof.
- 19. **NOTICES.** Any notice, request, demand or other communication required to be given or made in connection with this Agreement shall be (a) in writing, (b) delivered or sent (i) by hand delivery, evidenced by a signed, dated receipt, (ii) postage prepaid via certified mail, return receipt requested, or (iii) overnight delivery via a nationally recognized courier service, (c) deemed delivered on the date it is received at the address specified above for the Party, or in each case to such other persons or addresses as shall be designated by written notice.
- 20. **SEVERABILITY; SUPREMACY.** In the event that any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Unless the application of this subsection will cause a provision required by law to be excluded from this Agreement, in the event of an actual conflict between the terms and conditions set forth above the signature line to this Agreement and those contained in any schedule, exhibit, appendix, or attachment to this Agreement, the terms and conditions set forth above the signature line shall control.
- 21. **ENTIRE AGREEMENT.** This Agreement represents the full and entire understanding and agreement between the Parties with regard to the subject matter hereof and supersedes all prior agreements (whether written or oral) of the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date shown above.

By: _____
(SIDEARM Sports, LLC)

By: _____
 Triton College *(Client)*

Printed Name: _____

Printed Name: Mark R. Stephens

Title: _____

Title: Board Chairman

Date: _____

Date: _____

SIDEARM Initials _____

Client Initials _____

SCOPE OF SERVICES EXHIBIT

This Scope of Services Exhibit (the "Services Exhibit"), hereby incorporated and made part of the Agreement, describes the terms and conditions related to website and mobile applications services provided by SIDEARM to Client and shall be subject to the additional terms and conditions set forth in the Agreement. Now, therefore the Parties hereby agree as follows:

1. **TERM.** This Services Exhibit shall commence on July 1, 2022 and shall expire on June 30, 2027 (the "Initial Term"), unless otherwise terminated as provided for herein.
2. **SERVICES.** For the duration of this Services Exhibit, SIDEARM shall provide commercial online digital services and functionality including design, hosting, content management tools, online auction, mobile applications, and modules of functionality related to each item showing in Section 5 Revenue Sharing below.
3. **TIMELINE FOR DEVELOPMENT.** All dates noted in the development timeline and provided to client in separate email, including the launch date, are contingent on Client providing SIDEARM with all Content in accordance with the dates provided from Client's SIDEARM Project Manager. Unless modifications to these dates are mutually agreed to in writing, failure to adhere to these due dates will result in a delayed launch. Client will be offered the next available launch date which may be significantly after the original launch date.
4. **COMPENSATION; FEES; CHARGES.**
 - a. **Service Fees:**

Year 1	
One-time Design & Build (re-design)	\$1,750.00
SIDEARM Software & Support (July 1, 2022 – June 30, 2023)	<u>\$3,500.00</u> \$5,250.00
Year 2	
SIDEARM Software & Support (July 1, 2023 – June 30, 2024)	<u>\$3,650.00</u> \$3,650.00
Year 3	
SIDEARM Software & Support (July 1, 2024 – June 30, 2025)	<u>\$3,800.00</u> \$3,800.00
Year 4	
SIDEARM Software & Support (July 1, 2025 – June 30, 2026)	<u>\$3,950.00</u> \$3,950.00
Year 5	
SIDEARM Software & Support (July 1, 2026 – June 30, 2027)	<u>\$4,100.00</u> \$4,100.00
 - b. **Additional Fees:** Any additional fees incurred by SIDEARM as a result of Client requests will be billed back to Client, including, but not limited to, fees incurred by SIDEARM to license a specific font requested by Client.
5. **REVENUE SHARING.** The Parties agree to share revenue as indicated below.
 - a. **Auctions:** CLIENT receives 80% of Auction Gross Revenue
 - b. **Payment Forms:** CLIENT receives 90% of Payment Form Gross Revenue
 - c. **Camps Platform:** CLIENT receives 94% of Camps Platform Gross Revenue
6. **ADVERTISING.** Client and SIDEARM each retain 50% of available advertising units with SIDEARM retaining a minimum of two (2) ad units per page. Each party keeps 100% of the revenue from the units they sell. For video inventory either party may sell video inventory and the selling party keeps 100% of revenue they sell.
7. **VIDEO AND AUDIO STORAGE.** All audio and video files uploaded to SIDEARM will be stored for a period of twenty-four (24) months. It is recommended that Client stores a local copy of audio/video files if they wish to have records beyond a 24-month period.
8. **STATISTICS SERVICES.** SIDEARM shall have the perpetual, royalty-free, worldwide non-exclusive right to use, publish, reproduce, lease, license, sublicense and otherwise distribute the game data and statistics displayed on the Client's website for any lawful purpose whatsoever.
9. **WEBSITE TRAFFIC ASSIGNMENT.** Client agrees that the Client's website's traffic (e.g., the amount of data sent and received by Client's website's visitors) will be assigned to SIDEARM for purposes of syndicated audience measurement reports, and Client will cooperate with SIDEARM to effectuate such purpose, including executing all necessary and/or required assignment documents prepared by companies that provide syndicated audience measurement services.

SIDEARM Initials _____

Client Initials _____

10. **SUPPORT.** SIDEARM will provide the following support services.
- a. Support representatives via phone, email, or ticketing system.
 - b. Outside of hours below, critical support is available 24/7.
 - c. Software upgrades are provided at no charge and administered between 5:00 a.m. – 8:00 a.m. EST.
 - d. **Academic Year Support Hours**
 - i. *Normal Business Hours Support*
 - 1. 8:00 a.m. – 6:00 p.m. ET
 - ii. *After Hours Support*
 - 1. Monday – Thursday: 6:00 p.m. – 12:00 a.m. ET
 - 2. Friday: 6:00 p.m. – 1:00 a.m. ET
 - 3. Saturday: 10:00 a.m. – 1:00 a.m. ET
 - 4. Sunday: 10:00 a.m. – 8:00 pm. ET
 - e. **Non-Academic Year Support Hours:**
 - i. Monday – Friday: 8:00 a.m. – 6:00 p.m. ET
11. **UPTIME WARRANTY.** SIDEARM warrants that Client’s website (i) will perform in accordance with these terms and conditions; (ii) will, on an aggregate basis, operate at least 99.7% of the time; and (iii) will maintain sufficient bandwidth for the requirements of the website. SIDEARM will establish and maintain the requisite system elements to measure and monitor such uptime calculation. The Parties acknowledge and agree that SIDEARM may perform regular maintenance with respect to the software and the hosted platform between the hours of 5:00 a.m. and 8:00 a.m. Eastern Time and that any such downtime, outages, or related issues will not count towards downtime pursuant to this section.
12. **ACCESSIBILITY.** SIDEARM shall make all reasonable efforts to ensure the Client’s website is compliant with Web Content Accessibility Guidelines (WCAG) 2.0 requirements. SIDEARM is not responsible for the WCAG 2.0 compliance of any content uploaded to the Client’s website by Client or individuals, including but not limited to textual content, photos, graphics, audio, or video files. For any custom accessibility work requested by Client with a deadline of fewer than ten (10) business days, SIDEARM reserves the right to charge Client at the rate of three hundred and fifty dollars (\$350) per hour.
13. **CARRIER LINES.** Client acknowledges that access to the Website is to be provided over various facilities and communications lines, and information will be transmitted over local exchange and internet backbone carrier lines and through routers, servers, switches, and other devices (collectively, “carrier lines”) owned, maintained, and serviced by third-party carriers, utilities, and internet service providers, all of which are beyond SIDEARM’s control. SIDEARM assumes no liability for or relating to the integrity, privacy, security, confidentiality, or use of any information while it is transmitted on the carrier lines, or any delay, failure, interruption, interception, loss, transmission, or corruption of any data or other information attributable to transmission on the carrier lines. Use of the carrier lines is solely at Client’s risk and is subject to all applicable local, state, national, and international laws.
14. **AFFILIATE.** SIDEARM is hereby authorized by Client to automatically display on a designated mutually agreed upon third party website (“Affiliate”) via an embedded video player provided by SIDEARM any Content which is provided by Client for such purpose and any Content which Client makes available on the designated third-party Affiliate website.
15. **USE OF DATA.** SIDEARM is hereby authorized by Client to share information collected from users of the Services described in this Agreement to entities with whom SIDEARM has agreements, including but not limited to SIDEARM’s parent company and affiliates, as outlined in SIDEARM’s privacy policy, as amended from time to time.

SIDEARM'S DEI COMMITMENT

People and Culture are the two most important assets to any organization. This is true for SIDEARM. What keeps us at the forefront of our industry is our value and appreciation in our diverse team. No matter who you are and where you come from, you have a home at SIDEARM. Our diversity in our people is what allows us to innovate, lead with excellence, and offer exceptional customer service. At our core, we strive to create a culture that is open, affirming, inclusive, equitable, and that each team member feels a sense of belonging. SIDEARM stands by our commitment to creating an environment that celebrates you, as your authentic self.

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

Meeting of April 19, 2022

ACTION EXHIBIT NO. 16728

SUBJECT: ELLUCIAN EXPERIENCE PREMIUM CLOUD SOFTWARE

RECOMMENDATION: That the Board of Trustees approve a five-year Agreement with Ellucian Corporation. This Agreement provides annual software updates and support for “Ellucian Experience Premium Cloud Software” which replaces the Ellucian Portal and Mobile Application. The one-time implementation cost of “Ellucian Experience” is \$30,424. The terms of this Agreement will run from May 1, 2022 through June 30, 2027, for a cost of \$6,208 in FY22 (prorated); \$37,250 in FY23; \$38,368 in FY24; \$39,519 in FY25; \$40,704 in FY26 and \$41,925 in FY27 for the total cost to the college of \$234,398.

RATIONALE: “Ellucian Experience” will be a single platform hosted portal that will replace the current Ellucian portal and mobile application. The Ellucian portal and mobile application support expires at the end of FY23. Executing the new “Experience” Agreement will end support costs for the existing Portal and mobile application, resulting in a credit of \$8,775 in FY22, and saving the college \$73,706 in support for FY23. The cost of the new “Experience” versus existing “Portal/mobile” through FY23 will result in a savings of \$36,456. This Agreement will allow continued use of the Portal and mobile application until FY24, allowing Triton time to build out and cut over to the new “Experience platform”.

Sean Sullivan

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

Board Officers' Signatures Required:

_____	_____	_____
Mark R. Stephens Chairman	Elizabeth Potter Secretary	Date

Related forms requiring Board signature: Yes No



ORDER FORM

This Order Form (the “Order Form”) is made by and between **ELLUCIAN COMPANY L.P.** (“Ellucian”) and **TRITON COLLEGE** (“Client”). This Order Form is subject to the terms and conditions of the most recent underlying agreement between the parties related to licensing software, providing professional services and/or providing software support services or maintenance (collectively, the “Agreement”). This Order Form will constitute a separate and independent contract between the parties hereto.

Software Term. The period commencing on the Beginning Date and continuing until the Expiration Date (each as specified in this Order Form) is the “Initial Software Term.” Following the Initial Software Term (unless otherwise specified in the Documentation or this Order Form), Client’s license to access and use the Software will automatically renew for consecutive Contract Years on a year-to-year basis (each a “Renewal Contract Year”), unless either party notifies the other in writing of its intent not to effect such a renewal at least ninety (90) days prior to the Expiration Date, or, for any Contract Year subsequent to the Expiration Date, at least ninety (90) days prior to the expiration of the then-current Contract Year. The Initial Software Term combined with any Renewal Contract Year(s) is referred to herein as the “Software Term.”

Upgrade of Ellucian Mobile Subscription Software and Support. Pricing in this Order Form represents an upgrade from Client’s existing Colleague Portal (“Portal”) and Ellucian Mobile Platform Edition (“Mobile”) Software to Ellucian Experience Premium Cloud Software. Client will continue to have use of and access to Portal and Mobile, in accordance with the terms and conditions of the Agreement, and Ellucian will continue to provide support for same but only for a period of up to sixteen (16) months (the “Transition Period”) from the Beginning Date specified in this Order Form. Client acknowledges and agrees that Ellucian’s obligations to provide support for Portal and Mobile during the Transition Period will be limited to telephone support, regulatory releases, and defect corrections only. Specifically, Client will not be entitled to use any new product enhancements that may become available during the Transition Period (including, without limitation, provision of updates, telephone support, and error corrections) for the Portal and/or Mobile Software, as provided-for under the Agreement.

CLOUD SOFTWARE			
Description ^{1,2}	Beginning Date	Expiration Date	Fee
ELLUCIAN EXPERIENCE PREMIUM Contracted FTE: 4,999	May 1, 2022	June 30, 2027	Included
TOTAL (for Contract Year ending June 30, 2022) (prorated for partial initial Contract Year)			\$6,208
TOTAL (for the first full Contract Year)			\$37,250
TOTAL (for the second full Contract Year)			\$38,368
TOTAL (for the third full Contract Year)			\$39,519
TOTAL (for the fourth full Contract Year)			\$40,704
TOTAL (for the fifth full Contract Year)			\$41,925

PROFESSIONAL SERVICES			
Description ^{1,3}	Hours	Rate	Fee
Ethos Integration Essentials (On-Prem)	32	\$259	\$8,288
Ellucian Experience Essentials	Fixed Fee	Fixed Fee	\$14,000
Ellucian Experience Toolkit Workshop	Fixed Fee	Fixed Fee	\$7,100
Project Management	4	\$259	\$1,036
TOTAL PROFESSIONAL SERVICES FEES:			\$30,424

Notes:

- ¹ For a description of the product details and the terms of service, see www.ellucian.com/contracts-and-documentation.
- ² The term "Contract Year" means each period of twelve (12) months commencing on July 1 and ending June 30 during the Software Term.
- ³ For a description of the services identified in this Order Form, see the Statement of Work attached hereto as Exhibit 1.

Invoicing. As applicable based upon the specific products identified in this Order Form, Ellucian will invoice Client:

- on an annual basis, in advance of each applicable Contract Year for Cloud Software fees (fees for the initial Contract Year will be invoiced on the Execution Date and will be prorated (as shown in the table above) to account for the partial initial Contract Year; and
- monthly on an as-incurred basis in arrears for all Professional Services to be performed on a time and materials basis as well as for reimbursable travel and living expenses and other applicable charges in accordance with the terms of the Agreement if Ellucian's performance of any Professional Services involves onsite delivery (unless the service rate(s) identified in the Order Form indicate that travel and living expenses are included); and
- in full for all Professional Services to be performed on a fixed fee basis as of the commencement of delivery of such fixed fee services.

Payment Terms. Unless a different payment obligation is specified in the Agreement, Client's payments under this Order Form are due within thirty (30) days of the date(s) of invoice(s).

Publicity. From time to time, in the ordinary course of business, Ellucian issues press releases and announcements regarding the completion of transactions with its customers and partners. As partial consideration for the products and services provided by Ellucian, Client agrees to provide Ellucian with reasonable and timely approvals of such press releases and announcements, including (where appropriate), the approval of quotations and acknowledgements to be included in such materials.

By the execution below, each party represents and warrants that it is bound by the signature of its respective signatory for this non-cancelable Order Form. Except as expressly amended by the Order Form, the terms of the Agreement remain unchanged and in full force and effect; any fees due under the Order Form are in addition to and not in lieu of fees already due or scheduled to come due under the Agreement. Client has not relied on the availability of either any future version of any software or any future software product or service.

Ellucian

Client

By:

Authorized Signature

By:

Authorized Signature

Name:

Printed

Name:

Mark R. Stephens

Printed

Title:

Title:

Board Chairman

Date:

Date:

The later date of signature above is the "Execution Date" of this Order Form.

The pricing contained in this Order Form is valid only if the Execution Date occurs on or before April 30, 2022.

ETHOS INTEGRATION ESSENTIALS – DESCRIPTION OF SERVICES

Overview

Ellucian will integrate Ethos with the Ellucian ERP.

High-Level Tasks and Deliverables for Ethos Integration Essentials

Engagement	High Level Tasks	Deliverables
Planning and Turnover	Ellucian will: <ul style="list-style-type: none"> • Guide the technical kickoff; • Conduct service preparation call; • Confirm pre-requisites for service readiness; and • Knowledge sharing on Ethos Integration and Ellucian ERP Middleware component deployment. 	<ul style="list-style-type: none"> • Service Preparation Document (SPD) • Training Materials
Ethos Integration – Functional Integration	Ellucian will: <ul style="list-style-type: none"> • Configure the Ellucian ERP in preparation for the Ethos Integration implementation; and • Configure Ellucian Ethos Data Model mappings in both non-production and production. 	<ul style="list-style-type: none"> • Decision Workbook • Configured Mappings
Ethos Integration - Technical Integration	Ellucian will: <ul style="list-style-type: none"> • Deploy or upgrade the Ellucian Messaging Adapter to the latest supported version; • Configure the Ellucian ERP for the integration required for the Ethos Integration implementation; and • Configure the Client Ethos Integration Tenant to the authoritative source (Ellucian ERP) in both non-production and production. 	<ul style="list-style-type: none"> • Deployed or Upgraded Ellucian Messaging Adapter • Configured Ellucian ERP for Ethos Integration
Ethos Integration – Technical Validation	Ellucian will: <ul style="list-style-type: none"> • Review Ethos Integration message flow validation from Ethos Integration to the Ellucian ERP; and • Review Ellucian ERP to Ethos Integration in both non-production and production. 	<ul style="list-style-type: none"> • Validate non-production and production environment • Installation Report

Service Assumptions for Ethos Integration Essentials

- Per the high level tasks and deliverables defined within this Description of Service.

Client Responsibilities for Ethos Integration Essentials

- Provide a designated non-production environment representative of the intended production environment for deployment of the integration;
- Provide the appropriate resource(s) to assist with deployment of integration components and execute the test plan in the same designated non-production environment, and provide timely system support as needed to maintain operation and availability of the designated non-production environment;
- Develop and deliver test plan;
- Provide test data in the designated non-production environment per the test plan;
- Provide access to ellucian.okta.com with Ethos Integration icon with data access if client has Ellucian Analytics or Ellucian Workflow; and;
- Client must meet the requirements for Ellucian Ethos Integration.

- Order, install and configure an SSL certificate in both 1 non-production and 1 production environment unless specified within scope;
- Order an SSL certificate from a well-known certificate authority for both non-production and production;
- Install the webserver (Tomcat or WebLogic) with an SSL certificated from a well-known certificate authority unless specified within scope for the API's to be hosted on.

Out of Scope for Ethos Integration Essentials

Includes but is not limited to:

- Services not clearly defined within this Description of Service.

Ellucian Ethos Integration Requirements (Colleague)

- Colleague WebAPI;
- SSL configuration (needs to support TLS 1.2) with a certificate from a well-known certificate authority for the Colleague API; and
- Ellucian Messaging Service.

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

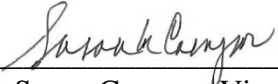
Meeting of April 19, 2022

ACTION EXHIBIT NO. 16729

SUBJECT: AGREEMENT WITH EDWARD HOSPITAL

RECOMMENDATION: That the Board of Trustees approve the Affiliation Agreement with Edward Hospital. The term of this Agreement shall commence April 20, 2022 and shall have an initial term ending May 31, 2023. It shall thereafter renew annually, effective June 1st of each year unless terminated. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed, students who are participating in the clinical learning experiences at the time of expiration shall be allowed to complete such assignment under the terms and conditions set forth herein. There is no cost to the college for this Agreement.

RATIONALE: This Agreement will enable students in Triton College's Diagnostic Medical Sonography program, Vascular Technology in Sonography, Nursing Associate Degree, Nursing Assistant, Surgical Technology, and Sterile Processing Technician program to participate in clinical education experiences at Edward Hospital.

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

Board Officers' Signatures Required:

Mark R. Stephens Board Chairman	Elizabeth Potter Secretary	Date
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Related forms requiring Board signature: Yes No

AFFILIATION AGREEMENT

THIS AGREEMENT (the “**Agreement**”) is entered into this 20th day of April 2022, by and between **EDWARD HOSPITAL**, an Illinois not for profit corporation (“**the Facility**”), and Community College District 504, commonly known as Triton College, an Illinois Community College (“**the School**”).

WHEREAS, the School desires to utilize various Facility sites (Exhibit A) that may be available for the purpose of providing practical learning and clinical experiences as listed in Exhibit B in connection with students of the School.

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

A. SCHOOL RESPONSIBILITIES:

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

2. Insurance.

A. Student professional and general liability insurance.

(i) Other Colleges and Universities

School shall (a) maintain professional liability insurance, which may be self-insured, covering students. Such policy shall have limits for professional liability insurance of not less than Two Million Dollars (\$2,000,000.00) per occurrence or claim and Five Million Dollars (\$5,000,000.00) in the aggregate; and general liability coverage of at least Two Million Dollars (\$2,000,000) per occurrence or claim and Five Million Dollars (\$5,000,000) in the aggregate covering the acts of such student and School staff while participating in the program. Such insurance coverage must be placed with an insurance carrier acceptable to the Facility. School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

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

B. Student Health Insurance. School shall require students participating in the practical learning and clinical educational experience of the requirement to maintain comprehensive health insurance.

C. Facility Insurance. Facility shall maintain during this Agreement professional liability insurance in amounts not less than Two Million Dollars (\$2,000,000.00) per occurrence or claim and Five Million Dollars (\$5,000,000.00) in the aggregate, and general liability insurance in amounts not less than Two Million Dollars (\$2,000,000) per occurrence or claim and Five Million Dollars (\$5,000,000) in the aggregate. Further, Facility shall maintain workers compensation insurance in amounts not less than that required by statute. Facility may be self-insured.

3. Designation of liaison to Facility; communications relating to clinical placements.

The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the practical learning and clinical experience will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. Evidence of student certifications, vaccinations, etc. As required by the facility, the School shall inform students of the requirement to provide evidence that each student has met all requirements, which may include, but are not limited to, CPR certification, proof of absence of TB, hepatitis B vaccination, Tdap vaccination, annual flu vaccination, COVID 19 vaccination and OSHA compliance for prevention of transmission of blood borne pathogens and TB and general HIPAA training. Facility may update these requirements upon written notice to School. Any student not meeting applicable requirements shall not be eligible to participate in a clinical rotation.

5. Criminal background check and drug screen compliance. Where applicable, a criminal background check and a drug screen, as required by and acceptable to the Facility, are required of each placed student prior to participation in the practical learning and clinical educational experience. The School shall inform students of the requirement to complete the criminal background check and drug screen, and that such results must be provided to the Facility. The Facility shall determine whether any student presents with an unacceptable result and will advise School of such a finding. Upon receipt of such notice, School shall not place any student that Facility deems as forbidden by Facility's policy.

6. School notices to students. The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

- (e) Conform to the standards and practices established by the School while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the practical learning and clinical educational experience.
- (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

7. **Accreditation.** As required by Facility, School represents that it is and, for the term of this Agreement, will be (a) approved by the Illinois Board of Higher Education, or similar body for the state in which the School is located, and (b) accredited by an accrediting body that is recognized by Council for Higher Education Accreditation or the U.S. Department of Education. School will provide Facility with copies of all accreditations upon request. In the event accreditation is lost, suspended, or otherwise restricted, School shall notify Facility, in writing, within three (3) business days. Facility may, at its sole discretion, suspend or terminate this Agreement if School fails to maintain its accreditation.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised clinical experiences.** Subject to the ability of Facility to accommodate School's request, which Facility shall determine in its sole discretion, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised practical learning and clinical educational experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.
2. **Facility rules applicable to students during clinical assignments.** Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of practical learning and clinical educational experience, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.
3. **Patient care.** While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned practical learning and clinical educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.
4. **Emergency treatment of students.** Emergency outpatient treatment will be available to students while in the hospital for practical learning and clinical educational experience in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's sole responsibility to bear the cost of the emergency treatment.

5. Designation of liaison to School; communications relating to practical learning and clinical educational experiences. The Facility shall designate a liaison responsible for coordinating the practical learning and clinical educational experience. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the practical learning and clinical educational experience. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the practical learning and clinical educational experience.

6. Identity and credentials of Facility supervising personnel. The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

7. School tour of Facility. The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to practical learning and clinical educational experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

8. Provision of relevant Facility policies. The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the practical learning and clinical educational experience prior to the onset of any clinical rotation.

9. FERPA compliance. The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

C. OTHER RESPONSIBILITIES:

1. Compliance with patient privacy laws. The School agrees to abide by and shall inform its faculty and students of the requirement to abide by all applicable state and federal laws, rules and regulations regarding patient privacy, including but not limited to, the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. Further, School shall require that students and faculty de-identify all documents created and/or utilized for educational purposes outside of Facility. This shall include, at a minimum, removal of patient name, date of birth, address, medical record number, insurance information, social security number and other personal information that could be used to identify a patient.

2. Determination of instructional period. The course of the practical learning and clinical educational experience will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility at least four (4) weeks prior to the onset of a clinical rotation.

3. Determination of number of participating students. The number of students eligible to participate in the practical learning and clinical educational experience will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of practical learning and clinical educational experiences at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the practical learning and clinical educational experience with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. Evaluation of students' clinical experiences. Evaluation of the practical learning and clinical educational experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current practical learning and clinical educational experiences offered to students.

5. Removal of students.

(a) The School has the right to remove a student from a practical learning and clinical educational experience. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a practical learning and clinical educational experience from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School verbally and in writing of its actions and the reasons for its actions within 48 hours. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be in force for a period of one (1) year from **May 31, 2022 to June 1, 2023**. **Thereafter, this Agreement shall be automatically renewed for additional one-year periods unless terminated by either party by giving at least ninety (90) days written notice to the other party prior to the expiration of the current term.** In addition, this Agreement may be terminated at any time by either party by giving thirty (30) days prior written notice to the other party for substantial failure to comply with the breaching party's obligations under this Agreement, which have not been remedied within a reasonable time following notice of the allegedly breaching behavior or actions. In the event that this Agreement is not renewed for a subsequent term or terminated without cause, students who are participating in the practical learning and clinical educational experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

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 a party, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement.

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

2. **Qualifications of School faculty.** The School represents that relevant faculty members are appropriately qualified, certified and/or licensed. The School will provide the Facility with copies of evidence of qualifications, certifications or licensures, upon request.

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

4. **Excluded Providers.** Each party represents that neither it nor any of its employees and agents is excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.

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

6. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement. Each party certifies that it is an equal opportunity employer.

Each party certifies that it maintains a written sexual harassment policy and a Drug Free Workplace in conformance with applicable law.

7. **Employment status.** No student, School employee or agent of School under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student, School employee or agent be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

No Facility employee or agent participating in any manner in clinical training under this Agreement shall in any way be considered an employee or agent of the School nor shall any such Facility employee or agent be entitled to any fringe benefits, Worker's Compensation, disability benefits, accrual of tenure or other rights normally afforded to employees of the School.

8. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

Edward Hospital
801 S. Washington St.
Naperville, IL 60540
Attention: President

With a Copy to Facility Legal Counsel at:

Edward Hospital
801 S. Washington St.
Naperville, IL 60540
Attention: General Counsel

If to the School:

Triton College
2000 North Fifth Avenue, RM H-120
River Grove, Illinois 60171
Attention: Pamela Harmon, Dean of Health Careers and Public Service
Telephone: (708) 456-0300 Ext: 3712

With a Copy to:

The School Legal Counsel at:
Kusper & Raucci Chartered
30 Noth LaSalle Street
Chicago, Illinois 60602
Attention: Sarie Winner

or to such other addresses as the parties may specify in writing from time to time.

9. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

10. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

11. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

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

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

13. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

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

Signatures on following page.

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

For and on behalf of:

EDWARD HOSPITAL
(Facility Name)

TRITON COLLEGE
(School Name)

By: _____

By: _____

Printed Name: _____

Printed Name: Mark R. Stephens

Title: _____

Title: Board Chairman

Date: _____

Date: _____

By: _____

Printed Name: Elizabeth Potter

Title: Secretary

Date: _____

EXHIBIT A

NAME/LOCATION OF FACILITY SITES

**Edward Hospital
801 S. Washington Street
Naperville, IL 60540**

All addresses/facilities associated with Edward Hospital.

EXHIBIT B

NAMES OF PROGRAMS

Diagnostic Medical Sonography
Vascular Technology in Sonography
Nursing Associate Degree
Nursing Assistant
Sterile Processing Technician
Surgical Technology

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

Meeting of April 19, 2022

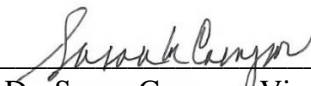
ACTION EXHIBIT NO. 16730

SUBJECT: AGREEMENT WITH UNIVERSITY EYE SPECIALISTS LTD.

RECOMMENDATION: That the Board of Trustees approve the Cooperative Agreement with University Eye Specialists, Ltd. The term of this Agreement shall commence April 20, 2022, and shall have an initial term ending May 31, 2023, and shall renew annually thereafter, effective June 1 of each year. This Agreement will automatically renew unless either party provides notice of intent to terminate the Agreement as provided therein. Either party may terminate the Agreement upon written notice of (1) one semester or five (5) months, whichever is less, to the other party with or without cause. In the event that this Agreement is not renewed, students enrolled in a clinical experience at the time of termination shall be permitted to complete the then current clinical rotation under the terms and conditions stated herein. There is no cost to the college for this Agreement.

RATIONALE: This Agreement will enable students in Triton College's Ophthalmic Technician program, to participate in clinical education experiences at University Eye Specialists, Ltd.

Submitted to Board by: _____


Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Elizabeth Potter
Secretary**

Date

Related forms requiring Board signature: Yes No

**COOPERATIVE AGREEMENT
BETWEEN
UNIVERSITY EYE SPECIALISTS, LTD.
AND**

TRITON COLLEGE, DISTRICT #504, RIVER GROVE, ILLINOIS

Agreement made by and between **University Eye Specialists, Ltd.** hereinafter referred to as “**UES**” 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, UES and Triton agree as follows:

I. GENERAL PROVISIONS:

- A. This affiliation is for the sole and limited purpose of providing clinical training for ophthalmic technicians (“Program”) to students enrolled at Triton under the auspices of UES.
- B. Nothing herein shall be deemed to create any association, partnership, or joint venture between UES and Triton.
- C. Students or trainees enrolled at Triton who participate in this Program at UES 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, on the one hand, and UES, on the other hand, or between the faculty, on the one hand, and UES, on the other hand, and such students and faculty are not to be considered as employees or contractors of UES for any purpose, and are not entitled to any of the benefits that accrue to or are provided by UES to its employees. Further, none of the benefits of employment at Triton shall accrue to any employee of UES, including the accrual of tenure or participation in any benefit program.
- D. No student, faculty or staff will be discriminated against by either party hereto on the basis of sex, race, creed, religion, national origin, age, or disability or any other factor as protected by law, rule or regulation in any aspect of this affiliation. Each party represents 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 or nursing treatment or any other health-related

care, and the administration of drugs or use of medical supplies, apparatus, appliances and equipment. This policy shall provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$1,000,000) per occurrence, and five million dollars (\$3,000,000) aggregate, which insurance shall name UES as an additional insured. Upon execution of this Agreement and each year of the term of this Agreement, Triton will provide proof of insurance to UES.

UES shall maintain in force for the duration of this Agreement comprehensive malpractice or professional liability insurance providing coverage against all claims, demands, loss of judgments arising out of any act or omission of students or faculty, with respect to the rendering or failure to render medical or nursing treatment or any other health-related care, and the administration of drugs or use of medical supplies, apparatus, appliances and equipment. This policy shall provide coverage against the aforementioned risks in the amount of not less than two million dollars (\$1,000,000) per occurrence, and three million dollars (\$3,000,000) aggregate. UES shall name Triton as an additional insured and shall provide proof of insurance to Triton upon execution of this Agreement.

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

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

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

II. UES SHALL:

- A. Maintain the standards required for approval and/or accreditation for the

education program(s), which shall be deemed to be fully satisfied by UES if UES provides a Certified Ophthalmic Technician to be the supervisor of and for the students with respect to the Program.

- B. Make available, and permit the use of, the following by the students with respect to the Program, as determined by UES:
 - 1. Patient care and patient service facilities, clinical areas;
 - 2. Rooms, or areas, in which groups of students may hold discussions and receive clinical instruction; and
 - 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 consistent with UES' procedures for its own employees; however, all students are solely responsible for their own medical fees.
- D. Designate a member of its staff qualified in Program to serve as the coordinator. The coordinator will represent UES in matters related to Program.
- F. Assure that students, while performing as such, will not replace members of UES staff.

III. TRITON SHALL:

- A. Assume responsibility for any necessary approval by the Illinois Community College Board.
- B. Plan all clinical instruction, hours, days, and places of assignment in cooperation with, and with the approval of, the UES designated representative.
- D. Be responsible for student grading.
- E. Advise students of the requirement to observe policies, procedures, and other regulations imposed by UES 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. UES may resolve any problem situation in favor of the patient's welfare and restrict, limit, or end student involvement until any incident in question can be clarified by UES staff. 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 UES.
- G. Advise students of the requirement to submit complete physical examination forms, as required by UES.
- H. Comply with the removal of a student from UES if after a conference it is the reasonable opinion of UES that the student's performance or conduct is detrimental to patients or UES personnel.
- I. Require students to carry hospitalization insurance.
- J. Require students to maintain current CPR certification.
- K. Advise students of the confidentiality of all of UES' confidential information about employees, patients, physicians, individuals associated with UES, or the families of any of those individuals, patient files, records, documents, and similar items (including hard copy, electronic, photocopied, reproduced or otherwise), and any confidential information relating to the medical or business affairs of UES (collectively "UES Confidential Information") and that all of UES Confidential Information is and shall remain exclusively the property of UES and shall not be copied, downloaded, removed or transmitted from UES' office, and further, that UES' patient records and information and access to the same are restricted by reason of the Health Insurance Portability and Accountability Act Privacy Standards ("HIPAA") and other applicable laws.
- L. Advise students of UES's affiliation with Feinberg School of Medicine, Northwestern University, and Northwestern Memorial Hospital (collectively "NM") and ensure and require that in addition to students signing UES' forms acknowledging and agreeing to the ownership and protection of UES Confidential Information, students will sign NM's Confidentiality and Information Security Agreement and Acknowledgement and such other forms as may be required from time-to-time by NM.

IV. UES AND TRITON SHALL:

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

V. IT IS FURTHER AGREED THAT:

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

- B. This writing shall constitute the sole agreement between the parties.
- C. This Agreement shall commence upon execution by duly authorized officer of the parties hereto, in their official capacities only, and shall have an initial term of one (1) year, ending May 31, 2023.
- D. This Agreement will automatically renew for additional one (1) year terms effective June 1 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. This Agreement is executed by (i) an authorized representative of Triton College in the representative's official capacity only, and by (ii) an authorized representative of UES in the representative's official capacity only. Neither the representative for Triton College nor the representative for UES shall have personal liability under this Agreement.
- I. UES represents that it possesses all professional or business licenses required by law, if any, necessary to fully perform its obligations.
- J. 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.

K. UES certifies that it maintains a written sexual harassment policy and a Drug Free Workplace in conformance applicable law.

L. Time is of the essence of this Agreement.

M. Notices required to be sent hereunder shall be sent by prepaid registered mail with return receipt requested, and are effective upon receipt.

NOTICES TO UES SHALL BE SENT TO:

University Eye Specialists, Ltd.
676 N. St. Clair Street, Suite 1500
Chicago, Illinois 60611
Attn: Dr. John Yang

With a copy to:

Howard A. Balikov, Ltd.
400 Central Avenue, Suite 310
Northfield, Illinois 60093

NOTICES TO TRITON COLLEGE SHALL BE SENT TO:

Triton College
2000 North Fifth Avenue
River Grove, Illinois 60171
Attn: Pamela Harmon, Dean of Health Careers and Public Service Programs

With a copy to:

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

FOR UES:

TITLE John Yang, MD, Vice-President

DATE _____

FOR TRITON COLLEGE:

TITLE Mark R. Stephens, Board Chairman

TITLE Elizabeth Potter, Secretary

DATE _____

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

Meeting of April 19, 2022

ACTION EXHIBIT NO. 16731

**SUBJECT: ADDITION AND CHANGE OF COURSE FEES FOR
INCLUSIVE ACCESS PROGRAM EFFECTIVE FALL 2022**

RECOMMENDATION: That the Board of Trustees approve the inclusion of the cost of digital course materials in the course fees for MAT 065 and the increase course fees for RHT 101, RHT 102, MAT 170 and SOC 100 as part of the Follet “Inclusive Access” program. (See Attached list). Students pay the respective fees to Triton College when they pay their tuition while the full fee is remitted by Triton to Follet. Students are not charged for course materials if they drop the class during the “full refund” period. The cost to Triton College would include any expense of collecting the fee, including but not limited to any loss realized from students who do not pay the College their tuition and fees.

RATIONALE: By including the cost of the instructional materials into the overall course fee, the “Inclusive Access” program provides students with access to the required instructional materials as early as one week prior to the first day of class. This practice has demonstrated an increase in retention and success rate in course sections utilizing “Inclusive Access” compared to those that did not. Triton College earns a 7% commission from Follet on all course materials.

Submitted to Board by: _____


Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Elizabeth Potter
Secretary**

Date

Related forms requiring Board signature: Yes No

Follet Inclusive Access -Addition and Change to Course Fee Fall 2022

NEW

Course	Publisher	Current Price	Price Effective Fall 2022	Difference
MAT 065				\$75.00

CHANGED

Course	Publisher	Current Price	Price Effective Fall 2022	Difference
RHT 101	MPS	\$36.54	\$41.64	\$5.10
RHT 102	MPS	\$32.93	\$33.14	\$0.21
MAT 170	Pearson	\$74.99	\$80.79	\$5.80
SOC 100	McGraw-Hill	\$64.00	\$69.00	\$5.00

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

Meeting of April 19, 2022

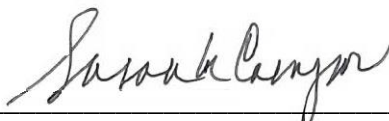
ACTION EXHIBIT NO. 16732

SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS

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

RATIONALE: This recommendation for the revision of prerequisites for MAT 031, MAT 032, MAT 102, MAT 110, MAT 122 and MAT 170 was approved by the College Curriculum Committee on April 7, 2022, and approved by the Academic Senate on April 12, 2022.

Submitted to Board by:



Dr. Susan Campos Vice President of Academic Affairs

Board Officers' Signatures Required:

Mark R. Stephens
Board Chairman

Elizabeth Potter
Secretary

Date

Related forms requiring signature: Yes No

College Curriculum Committee Summary

April 7, 2022
(Mathematics Courses)
for

Academic Senate, April 12, 2022
Board of Trustees, April 19, 2022

COURSES

MINOR COURSE REVISION(S)

- MAT 031 College Algebra Supplement
 - prerequisite to ‘completion of MAT065 with a “C” or better or must meet all current math requirements for placement. (see College Placement policy)’
 - *Effective 8/21/2022*
- MAT 032 Liberal Arts Mathematics Supplement
 - prerequisite to ‘must meet all current math requirements for placement. (see College Placement policy)’
 - *Effective 8/21/2022*
- MAT 102 Liberal Arts Mathematics
 - prerequisite to ‘MAT065 or MAT 080 or MAT 085 with a grade of “C” or better, or must meet all current math requirements for placement. (see College Placement policy)’
 - *Effective 8/21/2022*
- MAT 110 College Algebra
 - prerequisite to ‘completion of MAT085 with a “C” or better or must meet all current math requirements for placement. (see College Placement policy)’
 - *Effective 8/21/2022*
- MAT 122 Technical Mathematics
 - prerequisite to ‘MAT 045 with a grade of ‘C’ or better, or must meet all current math requirements for placement. (see College Placement policy)’
 - *Effective 8/21/2022*
- MAT 170 Elementary Statistics
 - prerequisite to ‘MAT065 or MAT 080 or MAT 085 with a grade of “C” or better, or must meet all current math requirements for placement. (see College Placement policy)’
 - *Effective 8/21/2022*

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

Meeting of April 19, 2022

ACTION EXHIBIT NO. 16733

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.

Submitted to Board by: _____

Mary-Rita Moore
Mary-Rita Moore, President

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Elizabeth Potter
Secretary

Date

Related forms requiring Board signature: Yes No

Welding Lab Expansion Mechanical / HVAC Project

4 firms submitted bids for the Welding Lab Expansion Mechanical / HVAC project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 2:00 p.m. local time, Thursday, March 24, 2022, 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, Operations & Maintenance, John McGarry, purchasing, and representatives from Amber Mechanical, MG Mechanical, Helm, and Quality Mechanical.

This project is funded by the ICCB – WE13 Grant.

It is recommended that the Board of Trustees accept the proposal submitted by MG Mechanical Contracting, Inc. in accordance with their low specified bid. This item was competitively bid according to state statutes.


COMPANY

NET COST

MG Mechanical Contracting, Inc.
1513 Lamb Rd.
Woodstock, IL 60098

\$103,400.00

APPROVED:


Sean O'Brien Sullivan
Vice President – Business Services

A/C Number 06-30905014-530900010
A/C Name ICCB – WE13 Other Contractual Services

Budget	\$	115,000.00
Prev. Expend.	\$	0.00
Schedule	\$	103,400.00
Balance	\$	11,600.00

Memorandum

March 28, 2022

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: Welding Lab Expansion Mechanical / HVAC Project



Operations & Maintenance

Triton College received 4 bids from vendors for the Welding Lab Expansion Mechanical / HVAC Project.

The lowest, qualified bidder was MG Mechanical Contracting, Inc., at their Base Bid amount of \$103,400.00.

Arcon Associates, Inc. has carefully reviewed the bid and recommends that the project be awarded to be awarded to MG Mechanical Contracting, Inc., at their Base Bid amount of \$103,400.00.

This project is funded by the ICCB – WE13 Grant.

I support this recommendation and agree that the bid should be awarded to MG Mechanical Contracting, Inc., at their Base Bid amount of \$103,400.00.

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

John



March 28, 2022

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

RE: BID RECOMMENDATION
WELDING LAB EXPANSION MECHANICAL/HVAC
BUILDING T
TRITON COLLEGE
PROJECT NO. 21188

Dear Mr. Lambrecht:

On Thursday, March 24, 2022, at 2:00 P.M. four (4) sealed bids were publicly opened and read for the Welding Lab Expansion Mechanical/HVAC – Building T project. The low qualified bidder was MG Mechanical Contracting, Inc., in the Base Bid amount of \$103,400. The Base Bid includes the project contingency amount.

We contacted MG Mechanical and they have confirmed their bid. The project requirements were reviewed, and MG Mechanical demonstrated an understanding of the scope of work and project timeline. MG Mechanical has completed numerous ARCON and Triton College projects with favorable results. We believe they are capable of performing well on this project.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College award the contract for the Welding Lab Expansion Mechanical/HVAC – Building T project to the low qualified bidder, MG Mechanical Contracting, Inc., in the Base Bid amount of \$103,400.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

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

Gaspare P. Pitrello, ALA
Principal

Attachments

WMS/dls

J:\Triton College\21188 Mechanical & HVAC Work @ Building T\1 Docs\Corr\21188L001.docx

Project: WELDING LAB EXPANSION MECHANICAL & HVAC - BUILDING T

Owner: Triton College

Project No.: 21188

Bid Date/Time: Thursday, March 24, 2022 @ 2:00 P.M.



	CONTRACTOR	BASE BID + 10% CONTINGENCY	ALTERNATE NO. 1 - BUILDING T DUCT EXTENSION	ALTERNATE NO. 2 - BUILDING M MDF ROOM	ALTERNATE NO. 2A - BUILDING M DDC THERMOSTAT	ALTERANTE NO. 3 - BUILDING T WELDING LAB 128B BAS SYSTEM
1	Amber Mechanical	\$135,850.00	\$72,500.00	\$64,500.00	\$5,450.00	\$10,500.00
2	DeKalb Mechanical					
3	Dynacoil, Inc.					
4	Helm Mechanical	\$152,790.00	\$97,500.00	\$45,000.00	\$5,700.00	\$6,000.00
5	MG Mechanical Contracting, Inc.	\$103,400.00	\$66,000.00	\$63,000.00	\$7,000.00	\$12,000.00
6	Quality Mechanical	\$191,108.50	\$57,200.00	\$39,900.00	\$3,500.00	\$29,750.00
7						
8						
9						
10						