



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, July 18, 2023

- I. CALL TO ORDER** July 18, 2023 at 6:35 p.m. or immediately following the Budget Hearing
- II. ROLL CALL** Boardroom, A-300
- III. APPROVAL OF BOARD MINUTES – VOLUME LIX**
 - Minutes of the Regular Board Meeting of June 20, 2023, No. 16
 - Minutes of the Board Retreat of June 20, 2023, No. 17
- IV. COMMENTS ON THIS AGENDA**
- V. CITIZEN PARTICIPATION**
- VI. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VII. STUDENT SENATE REPORT**
- VIII. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- IX. ADMINISTRATIVE REPORT**
- X. PRESIDENT’S REPORT**
- XI. CHAIRMAN’S REPORT**
- XII. NEW BUSINESS**
 - A. Board Policy – First Reading
 - Student Affairs
5102 International Student Admission
 - Academic Affairs
Academic Affairs Policy Revisions

Board Policy – Second Reading

Business Services

3519.2 Security and Access to Campus Facilities and Security Considerations
in Maintaining Campus Facilities

B. Action Exhibits

- 16911 Budget Transfers
- 16912 FY 2025 RAMP Report
- 16913 Engagement of Professional Legal Services from Sarie E. Winner
- 16914 Agreement with Univision Communications Inc.
- 16915 Agreement with Northwest Community Healthcare
- 16916 Agreement with TimelyMD

C. Bills and Invoices

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

E. Human Resources Report

*Administrative Contract

Melissa Loucks, Associate Dean of Arts & Sciences

XIII. COMMUNICATIONS – INFORMATION

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

XIV. ADJOURNMENT

*Contracts are posted on the Triton College Board of Trustees Website under Meeting Schedule (<https://www.triton.edu/about/administration/board-of-trustees/>).

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 6:40 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Mr. Tracy Jennings, Mr. Glover Johnson, Mrs. Elizabeth Potter, Mr. Rich Regan, Mr. Mark Stephens.

Absent: Ms. Naidelin Alvarez, Mr. Luke Casson, Ms. Diane Viverito.

Mr. Stephens stated that Mr. Casson is sick and Ms. Viverito is attending a family event.

APPROVAL OF BOARD MINUTES

Mr. Johnson made a motion, seconded by Mrs. Potter, to approve the minutes of the Regular Board Meeting of May 16, 2023 and the Board Retreat of May 16, 2023. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

Faculty Association President Leslie Wester reported on the work of faculty this summer, including College for Kids held last week. Ms. Wester commented that she is looking forward to the Foundation Golf Outing on Thursday.

Mid-Management Association President Dorota Krzykowska reported that managers are enjoying the summer hours and working hard.

Classified Association President Renee Swanberg reported that classified too are enjoying the summer hours and she is also looking forward to the Foundation Golf Outing.

Adjunct Association President Bill Justiz reported that adjunct faculty are enjoying the summer.

STUDENT SENATE REPORT

None.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

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

Finance/Maintenance & Operations

Mr. Jennings reported that the committee met on June 7, reviewed twenty-one new business items and one purchasing schedule, and forwarded twenty new business items and one purchasing schedule to the Board with a unanimous recommendation for approval.

ADMINISTRATIVE REPORT

Adjunct Faculty Catherine Sanders was recognized and received the 2022 Outstanding Citizen Award by the Illinois Association of Chiefs of Police (ILACP). ILACP 1st Vice President Marc Maton presented the award, reporting that this is a lifetime achievement award for Ms. Sanders' dedication to public safety and years of dedication to her students and to the criminal justice system. President Moore and the Board of Trustees were thanked for allowing this time for the award presentation and Ms. Sanders was applauded for her achievements.

PRESIDENT'S REPORT

President Mary-Rita Moore reported that she is also looking forward to the Foundation Golf Outing next week, and recognized Triton College Foundation President Tom Olson.

CHAIRMAN'S REPORT

Mr. Stephens commented on enrollment trends, and his hopes that the forecast is true for community college enrollment to rise as 4-year schools experience a drop in enrollment. Reflecting on accomplishments of both the Board and the employees at Triton College, Mr. Stephens stated that he is extremely proud of his time serving on the Board and is proud to associate with and work with the Triton community.

NEW BUSINESS

BOARD POLICY – First Reading
Business Services

**3519.2 Security and Access to Campus Facilities and Security Considerations in
Maintaining Campus Facilities**

This is a first reading and will return to the Board for approval next month.

ACTION EXHIBITS

- 16891 Budget Transfers**
- 16892 Approval of Fiscal Year 2024 Tentative Budget**
- 16893 Agreement with Athletico Management**
- 16894 Facility Fee Reduction: PACE Suburban Bus**
- 16895 Certificate of Final Completion and Authorization of Final Payment for the T Building Roof Repair Project**
- 16896 Certificate of Final Completion and Authorization of Final Payment for the T Building Reel Replacement Project**
- 16897 Certificate of Final Completion and Authorization of Final Payment for the T Building New Diesel Exhaust Extraction Systems Project**
- 16898 Certificate of Final Completion and Authorization of Final Payment for the A Building West Dome RTU Replacement Project**
- 16899 CrowdStrike Falcon Complete Software and Monitoring**
- 16900 Renewal of Service Agreement with PeopleAdmin, Inc.**
- 16901 Agreement with Shaker Recruitment, Advertising, and Communications**
- 16902 Agreement with Effectv – a Comcast Company**
- 16903 Agreement with View Transit**
- 16904 Agreement with Adsposure**

- 16905 Agreement with iHeart Media**
- 16906 Agreement with Hibu**
- 16907 Agreement with Lightcast**
- 16908 Agreement with Sign Language Interpreters Inc.**
- 16909 Agreement with Northwestern Memorial Healthcare**
- 16910 Housing Agreement with Dominican University**

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

PURCHASING SCHEDULES

B45.22 Continuing Ed Guide Triton College – Fall 2023

Mr. Jennings made a motion to approve the Purchasing Schedule, seconded by Mr. Regan. Voice vote carried the motion unanimously.

BILLS AND INVOICES

Mrs. Potter made a motion, seconded by Mr. Johnson, to pay the Bills and Invoices in the amount of \$1,395,431.58.

Roll Call Vote:

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

Motion carried 5-0.

CLOSED SESSION

Mr. Jennings 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 Mrs. Potter.

Roll Call Vote:

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

Motion carried 5-0. The Board went into Closed Session at 7:04 p.m.

RETURN TO OPEN SESSION

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

Roll Call Vote:

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

Motion carried 5-0. The Board returned to Open Session at 7:25 p.m.

HUMAN RESOURCES REPORT

1.0 Faculty

Mrs. Potter made a motion, seconded by Mr. Regan, to approve page 1 of the Human Resources Report, items 1.1.01 through 1.1.02. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

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

3.0 Administration

Mrs. Potter made a motion, seconded by Mr. Jennings, to approved page 4 of the Human Resources Report, items 3.1.01 through 3.4.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Mr. Johnson made a motion, seconded by Mr. Regan, to approve pages 5 through 7 of the Human Resources Report, items 4.1.01 through 4.8.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Mrs. Potter made a motion, seconded by Mr. Johnson, to approve pages 8 and 9 of the Human Resources Report, items 5.1.01 through 5.4.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Mr. Johnson made a motion, seconded by Mr. Regan, to approve pages 10 through 14 of the Human Resources Report, items 6.1.01 through 6.4.05. Voice vote carried the motion unanimously.

7.0 Other

Mr. Jennings made a motion, seconded by Mr. Regan, to approve pages 15 through 18 of the Human Resources Report, items 7.1.01 through 7.8.01. Voice vote carried the motion unanimously.

ADJOURNMENT

The Chairman asked for a motion to adjourn the Regular Meeting of the Board. Motion was made by Mr. Johnson to adjourn the meeting, seconded by Mr. Jennings. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:28 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Tracy Jennings
Board Secretary

Susan Page
Susan Page, Recording Secretary

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the Board Retreat to order in the Boardroom at 7:28 p.m.
The following roll call was taken.

Present: Mr. Tracy Jennings, Mr. Glover Johnson, Mrs. Elizabeth Potter,
Mr. Rich Regan, Mr. Mark Stephens.

Absent: Ms. Naidelin Alvarez, Mr. Luke Casson, Ms. Diane Viverito.

CITIZEN PARTICIPATION

None.

BOARD SELF-EVALUATION

Highlights of the open discussion in response to the questions contained in the Board Evaluation Policy (policy language shown as *italicized text*) are reflected below.

Community Involvement

- A. *How involved is the Board in the community?*
- B. *Are there opportunities in the district that the Board could become involved in that would benefit the college?*
- C. *Are there events Board members could speak at that would raise the level of interest in the college?*

Mr. Stephens stated that all Trustees are involved and well respected in the community. Discussion around item C included that during enrollment strategy discussions, it has not been suggested that the Board speak to different groups. Board members feel they are good cheerleaders for the college, but can't get too involved because of HLC. Mr. Johnson commented that he doesn't hear Triton talked about as much as some other community colleges and asked if there's a plan for Trustee involvement. Mr. Jennings noted the importance of comparing the costs of different institutions.

Enrollment Strategies

- A. *Is Triton's enrollment plan working?*
- B. *Does the Board have a role in encouraging enrollment?*
- C. *Is the Board confident in Triton's on-going enrollment strategy?*

Mr. Stephens commented that enrollment is an issue everywhere. During the pandemic, Triton's enrollment was second in the state.

Public Image of Triton

- A. *What does the public think of Triton?*
- B. *Does the Board feel that the College is adequately articulating positive messages?*
- C. *What does the Board think is the most positive message Triton can convey to the district?*

The strategy of getting children and families on campus for sporting contests and other activities was discussed as a great way to send a positive message to the community about what Triton has to offer.

Financial Challenges

- A. *What financial challenges does Triton face this next year?*
- B. *Is the Board confident of an increase in state funding?*
- C. *What demands will collective bargaining have on the college?*

It was discussed that there are always challenges, and that solutions are found with everyone working together. As far as collective bargaining goes, the last contract negotiations were settled in one session. Legislation and lobbying efforts in Springfield were considered.

Triton's Future

- A. *What does the Board want Triton to look like in five years?*
- B. *What size student population is desirable?*
- C. *How large a faculty & staff would facilitate that population?*

Board member comments included that the college is in a position for growth, and that helping with student drop-outs is essential to this community.

ADJOURNMENT

There being no further business before the Board, the Chairman asked for a motion to adjourn the Board Retreat. Motion was made by Mr. Johnson to adjourn the meeting, seconded by Mrs. Potter. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 7:57 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Tracy Jennings
Board Secretary

Susan Page
Susan Page, Recording Secretary

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

Meeting of July 18, 2023

POLICY SECTION Student Affairs

POLICY NO. 5102

First Reading

Second Reading

TITLE: INTERNATIONAL STUDENT ADMISSION

PURPOSE: That the Board of Trustees approve policy changes to the International Student Admission Policy #5102. The changes include updated options for English equivalency and does not require potential students to take an English test if they are from English-speaking countries.

Submitted to Board by:



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

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Tracy Jennings
Secretary**

Date

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

INTERNATIONAL STUDENT ADMISSION

POLICY 5102

ADOPTED: 04/23/91

AMENDED: 06/20/95

AMENDED: 06/17/14

International students applying to Triton College are required to submit proof of English proficiency through qualifying scores in the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or one of the following measures of English proficiency ~~COMPASS exam~~ to the Records Office:-

- Official transcript from an accredited U.S. high school showing conferral date of diploma awarded;
- Official transcript from an accredited U.S. college or university showing conferral date of an Associate degree or higher awarded;
- Official transcript from an accredited U.S. college or university reflecting completion of college-level English composition with a grade of C or better;
- Official ACT or SAT exam results with a satisfactory score in accordance with Triton College placement in English Rhetoric and Composition I;
- Triton College Accuplacer reading/writing with a satisfactory score in accordance with Triton College placement in English Rhetoric and Composition I.

International students may qualify for admission to Triton College without submitting proof of English proficiency if they are from countries where English is the primary/native language as determined by the United States federal government standards.

International students must complete their degree objectives within six (6) semesters, excluding summer semester. For each semester of Fall or Spring enrollment, international students must enroll in a minimum of twelve (12) semester-credit hours, - and must complete their degree objectives within six semesters. International students who begin enrollment during the summer semester must enroll in a minimum of six (6) credit hours. International students will pay the out-of- state tuition rate. Financial assistance will not be available to international students.

The Records Office will issue the required Immigration Form 20 (I-20) only after all required documents have been submitted and the student's application for admission has been accepted.

~~Other non-native students, whether holding diplomatic, visitor, or other nonimmigrant visas, must pay out-of-state tuition rates.~~

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

Meeting of July 18, 2023

POLICY SECTION Academic Affairs

POLICY NO. 6010, 6015, 6020, 6030, 6040, 6050, 6060, 6080, 6100,
6110, 6120, 6130, 6150, 6170, 6180, 6185, 6190, 6200, 6210, 6240

First Reading

Second Reading

TITLE: ACADEMIC AFFAIRS BOARD POLICY UPDATES

PURPOSE: The following Academic Affairs Board Policies have been reviewed by administration and college counsel. It has been recommended that the following policies be updated as attached: Learning Outcome Assessment (6010), Credit Hours (6015), Academic Attendance Records (6020), Academic Senate (6030), Academic Committees (6040), Academic Freedom (6050), Master Syllabus (6060), Course Syllabi (6080), Program Development (6100), Learning Outcome Assessment (6110), Teachers' Final Examinations/Evaluations (6120), Joint Agreements with other Agencies or Institutions (6130), Independent Study (6150), Conduct and Discipline in the Classroom (6170), Confidentiality (6180), Faculty Minimum Qualifications (6185), New Employee Workshops (6190), Faculty Exchange Programs (6200), Research and Development (6210), Professional Review Program (6240).

Submitted to Board by: _____

Susan Campos
Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

**Mark R. Stephens
Board Chairman**

**Tracy Jennings
Secretary**

Date

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ASSESSMENT OF STUDENT LEARNING

LEARNING OUTCOME ASSESSMENT

POLICY 6010

ADOPTED: 07/17/12

AMENDED:

Triton College is committed to a collaborative, ongoing process of student learning outcome assessment. The process emphasizes the responsibility that all members of the institution have for our students' success. At the college, assessment includes the establishment of student learning outcomes at the general education, program, and course levels; a cyclical identification of measures, gathered data and analysis of the results at each level; and the design and implementation of action plans based on student performance outcomes serving to improve learning.

~~To best serve students and the community, those who complete course work and programs at Triton College should achieve the skills and knowledge published in the student learning outcomes at the institutional, program and course level.~~ Assessment is a crucial activity that guides institutional effectiveness, provides a means for faculty collaboration and professional development, demonstrates accountability, enhances public relations, and justifies public confidence.

~~Student learning~~ Learning outcomes assessment is defined as the ~~outgoing~~ ongoing monitoring of the extent to which students are developing the knowledge, skills, beliefs, and attitudes that are appropriate for graduates of the respective academic program(s). Assessment of student learning assists the college in defining program goals and outcomes and course ~~goals and~~ outcomes.

Assessment data provides information ~~for faculty development of strong programs to inform the development of robust programs by the faculty,~~ effective curricula, and innovative teaching. Student learning outcomes assessment also assists programs, departments and the college in accreditation by providing evidence of quality teaching and student learning.

Triton College ~~will implement assessment of~~ ~~assesses~~ student learning ~~outcomes at~~ the institutional, general education, program, and course levels. ~~Assessment of student learning outcomes will be on-going, guide all curricular activities and be used to~~ improve the teaching and learning process. This policy affirms the central role of faculty in the assessment process and allows academic programs the flexibility to choose assessment methods that ~~will be~~ are most useful and appropriate for all learners.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

CREDIT HOURS

POLICY 6015
ADOPTED 08/20/13
AMENDED:

Triton College credit-bearing courses, including online courses and hybrid courses requiring both in-person and online participation, and all lab and clinical experiences, are scheduled and conducted in compliance with federal regulation defining the credit hour. A credit hour is an amount of work, represented by course-specific learning outcomes and evidence of student achievement, corresponding to one hour of classroom or direct faculty instruction requiring a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester.

PROCEDURES

1. Scheduling of credit-bearing classroom courses in all formats - weekday, weekend, accelerated, etc. - reflects the credit hour definition established by federal regulation.
2. Credit-bearing online courses require student participation in instructor-led asynchronous or synchronous online learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately fifteen weeks for each credit hour in compliance with Illinois Community College Board standards. The course must provide opportunity for regular and substantive interaction between students and instructors on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency in compliance with the U.S. Department of Education.
3. Credit-bearing hybrid courses require a combination of in-person faculty instruction and online, instructor led, asynchronous or synchronous learning activities equivalent to a minimum of one hour per week and out-of-class student work equivalent to a minimum of two hours per week for approximately fifteen weeks for each credit hour in compliance with Illinois Community College Board standards. The course must provide opportunity for regular and substantive interaction between students and instructors on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency in compliance with the U.S. Department of Education.
4. Laboratories, clinical laboratories, studio work, internships, practica, and other academic work require at least the equivalent amount of classroom and/or direct faculty instruction and student work as defined in policy above, and out of class student work equivalent to a minimum of one hour per each two hours of labor clinical conducted in class for approximately fifteen weeks per credit hour in compliance with Illinois Community College Board standards.
5. In the case of Independent Study (an instructor-approved course of study for a single student based on academic work which reflects a reasonable and moderate extension of courses already approved for community college programs) or

Individualized Instruction (an instructor-approved method of instruction which provides the means whereby a student may complete a college course at a rate that is determined primarily by the student's ability, motivation, and interest), courses are scheduled and conducted in accordance with the current Faculty Negotiated Agreement and conform to the above established credit hour definition.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC ATTENDANCE RECORDS

POLICY 6020

ADOPTED: 06/25/91

AMENDED: 08/19/14

AMENDED: 03/19/19

AMENDED:

The Triton College ~~Board of Trustees~~ believes it is essential that all faculty maintain accurate attendance records for all students enrolled in every course at the college.

The following will apply to all faculty:

1. Attendance must be consistently- reported on class rosters and/or attendance sheets.
2. Students who fail to begin attendance by the census date of the course must be withdrawn within 48 hours and the ~~never attended status reflected on~~ attendance records, marked to reflect that the students never attended.
3. Mid-term verification of attendance must be recorded and submitted on the course roster located in the portal to the appropriate college department by ~~within two weeks~~ of the mid-term date.
4. At the end of each semester, following the due dates listed in the academic calendar, class attendance records must be submitted electronically to the Records Office.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC SENATE

POLICY 6030

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 12/20/16

AMENDED:

An Academic Senate will be established and maintained at Triton College. The senate will function as an advisory body to the President of the College. The focus of the senate is limited to academic issues.

The following senate committees are established:

1. Professional Development
2. College Curriculum
3. Academic & Scholastic Standards
4. Student Development
5. ~~Quality of Life~~ Campus Quality
6. Academic Support
7. Academic Assessment
8. ~~Technology Advisory & Distance Education~~ Online Education and Technology

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC COMMITTEES

POLICY 6040

ADOPTED: 06/25/91

AMENDED: 03/16/93

AMENDED: 11/20/01

AMENDED: 12/20/16

AMENDED:

The President of Triton College will authorize, establish, and discharge all academic committees. All committees will act only in an advisory capacity.

The following committees provide input to the President on a broad range of issues:

1. Academic Senate and the following committees of the Senate
 - a. Professional Development
 - b. College Curriculum
 - c. Academic and Scholastic Standards
 - d. Student Development
 - e. Quality of Life Campus Quality
 - f. Academic Support
 - g. Academic Assessment
 - h. Technology Advisory & Distance Education Online Education and Technology
2. President's Cabinet/Administrative Committees
3. Programmatic Advisory Committees

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

ACADEMIC FREEDOM

POLICY 6050
ADOPTED: 06/25/91
AMENDED:

The Triton College ~~Board of Trustees~~ supports the concept of academic freedom for the full- time and ~~part-time adjunct~~ teachers of the college.

Faculty members shall be free to present instructional materials which are pertinent to the subject and level taught and shall be expected to present all facets of controversial issues in an unbiased manner.

As ~~an~~ individuals of learning and a representative of the college, he/she faculty members shall remember that the public may judge the teaching profession and the college by his/her their utterances. Hence, he/she they shall exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE-OUTLINES MASTER SYLLABUS

POLICY 6060

ADOPTED: 06/25/91

AMENDED: 11/20/01

AMENDED: 04/28/09

AMENDED:

~~The Triton College Board of Trustees directs the President of the college to~~ assures that each course offered has an approved ~~course outline~~ master syllabus (formerly known as course outline). Each ~~credit-bearing and developmental education outline~~ master syllabus will be ~~approved~~ approved by the College Curriculum Committee, the Academic Senate, and the President and Board of Trustees, and reviewed annually by the department. ~~The most recently approved master syllabus will be kept on file by the respective Dean's office and the Office of Curriculum and Assessment, reviewed and approved every year and the most recently approved outline will be kept on file by the respective Dean's office.~~

The purposes of ~~master syllabus~~ course outlines are as follows:

1. Enhance consistency of instruction among the faculty teaching the course.
2. Document specific course content for transferability to other educational institutions.
3. Provide an overview of course content, including contact hours, course, general education and topical learning outcomes ~~learning objectives~~, for guiding and advising students.
4. Meet the requirements of special approving and accrediting agencies and associations.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE SYLLABI

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POLICY 6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

AMENDED:

~~The Triton College Board of Trustees and the College President~~ requires that an up-to-date instructor-developed syllabus based on the college-approved ~~course outline master syllabus~~ be required for each course.

The syllabus is to include:

1. General Course Information
 - a. Course title, catalog number, section
 - b. Semester, year
 - c. Credit Hours (total, plus breakdown of lecture/lab/clinical hours as appropriate)
 - d. Class dates, meeting times, location
 - e. Last day to withdraw with a "W"
2. Instructor Information
 - a. Name
 - b. Contact information: phone, email, preferred method of communication
 - c. Office location
 - d. Conference availability: hours and location
3. Course Description
 - a. Course description from catalog
 - b. IAI designation (as indicated)
 - c. Course ~~outcomes~~ learning outcomes
4. Instructional and Technological Information
 - a. Required materials
 - b. Prerequisites
5. Course Assignments and Assessments
 - a. Grading policy
 - b. Missing/Late assignment Policy
 - c. ~~Final exam date~~ Assessments, and the final exam date
 - d. ~~Weekly schedule of readings and assignments~~ A weekly schedule with assignments, activities, and/or readings

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE SYLLABI

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POLICY 6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

AMENDED:

6. Course Expectations

a. Attendance requirements

~~Since topics below are subject to change, all syllabi should be updated each semester with the most current information, which can be found here:~~

~~www.triton.edu/CourseExpectations~~

b. Academic Honesty statement:

~~“Triton College closely adheres to principles of academic honesty and integrity. The Academic Honesty Policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, the investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore considered serious violations. Furthermore, all incidents of cheating will result in a disciplinary response from college officials. The policy is outlined in the student handbook”.~~

c. Disability and Academic Accommodations Statement

d. Graduation Petition Deadline

e. Academic Support Services

~~7. Disability and Academic Accommodations statement:~~

~~“Students needing academic accommodations due to a medical condition/ disability must make their request at the Center for Access and Accommodative Services (CAAS), Room A-125. Instructors are not required to provide accommodations until the student presents their CAAS card to them. Students will be given a CAAS card that lists the accommodations for which they have been approved. Students are required to show every instructor their CAAS card each semester within the first week of classes. Students taking online classes must scan both sides of their CAAS card and email it to the instructor informing them of their accommodations.~~

~~&7.~~ Graduation Petition Deadline

Instructors must provide ~~give a copy of~~ the course syllabus to each student enrolled in the class and an electronic copy to their appropriate supervisor as determined by the Vice President of Academic Affairs.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROGRAM DEVELOPMENT

POLICY 6100
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED:

The Triton College ~~Board of Trustees~~ realizes that program development is an integral part of a dynamic organization. The Board of Trustees approves all programs. The President and ~~his/her~~ their staff will develop the program and submit it in writing to the Board of Trustees.

Submission of a program to the Board of Trustees will include purpose, who will be served, costs, staffing, and other pertinent information necessary as required by the Illinois Community College Board. All ~~Triton College~~ approved programs will be submitted to the Illinois Community College Board for approval.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

POLICIES FOR
THE FIFTH AVENUE JOURNAL

Page 1 of 2

POLICY 6110
ADOPTED: 02/26/91
AMENDED: 05/18/93
AMENDED: 11/20/01
AMENDED: 08/23/05
AMENDED:

I. Newspaper Policy

The *Fifth Avenue Journal* is a ~~bi-weekly~~ student-run publication established by Triton College. It is published regularly during the Fall and Spring semesters and during the Summer session as resources and staffing allow, as approved by the Vice President of Enrollment Management & and Student Affairs. The *Journal* is an educational laboratory used by Triton College students to gain journalistic experience. It also serves the entire college community by reporting the news, including college events and activities; providing a forum for comment, criticism, and creative writing; and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

The Triton College community recognizes that the college's newspaper is a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion. The *Journal* staff shall exercise editorial freedom and be solely responsible for its editorial and advertising content. The *Journal* shall be free of any vested interest in order to maintain its integrity as a vehicle for free inquiry and free expression.

At the same time, the editorial freedom of the *Journal* entails corollary responsibilities expected of a newspaper in a democratic society. The *Journal* staff at all times will show respect for the dignity, privacy, rights, and well-being of all individuals within the community it serves. The staff must guard against invasion of privacy, libel, and defamation of character. It is the duty of the *Journal* staff to make prompt and complete correction of its errors and to be accountable to the public it serves.

The *Journal* shall operate under the guidance of a written policy, a code of ethics published by the Society of Professional Journalists, and a faculty sponsor. The sponsor of the *Fifth Avenue Journal* should be a full- or part-time faculty member of Triton College.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

POLICIES FOR
THE FIFTH AVENUE JOURNAL
Page 2 of 2

POLICY 6110
ADOPTED: 02/26/91
AMENDED: 05/18/93
AMENDED: 11/20/01
AMENDED: 08/23/05
AMENDED:

II. Ethics and Responsibilities of the Sponsor

~~He/she is~~ They are responsible to the Dean of the School of Arts and Sciences. The sponsor instructs and supervises student editors and staff on the rights, responsibilities, policies, and procedures on all aspects of producing, writing, editing, and fiscal management of the college newspaper.

A college newspaper, such as the *Journal*, is protected under the First Amendment of the United States Constitution and is not subject to Supreme Court decisions regarding high school publications which list the advisor's role as that of an arm of the administration which is the publisher. The sponsor of the *Journal* promotes, initiates, and sustains institutional policies which enable Triton students to publish their newspaper free of censorship or of faculty or administrative determination of content or editorial policy.

~~The sponsor maintains membership in the Student Press Law Letter, College Media Advisors, Illinois Community College Journalism Association, and other professional associations.~~

The *Journal* sponsor also fulfills the role of publications manager, responsible for both the fiscal stability of the publication and for its production capabilities. The sponsor works with the staff to ensure strong business and advertising policies and firm accounting practices.

III. Editorial Board of the *Fifth Avenue Journal*

The editorial board of the *Journal* shall ultimately determine the contents of the newspaper. All board members must be registered students (either full-time or part-time) in good standing at Triton College.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**TEACHERS' FINAL EXAMINATIONS/
EVALUATIONS**

POLICY 6120
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED:

~~The~~ Triton College ~~Board of Trustees~~ requires that all teachers administer a final examination/evaluation in each class.

A final examination schedule will be published each semester. Teachers are required to follow the examination schedule. Non-written final examinations must have prior approval by the appropriate dean.

The following are acceptable reasons for allowing a student to take a final examination on a date other than the published date.

1. Illness of the student
2. Accidents
3. Death in the immediate family
4. Military obligations
5. Other adverse events

The student is required to submit their request thorough written documentation. The teacher will determine a different time and date when a student may take a final examination. ~~at a different time and date.~~

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

**JOINT AGREEMENTS WITH
OTHER AGENCIES OR INSTITUTIONS**

**POLICY 6130
ADOPTED: 06/25/91
AMENDED:**

~~Triton College The Board of Trustees~~ encourages the development of cooperative educational agreements ~~between Triton College and with~~ other agencies or institutions that optimize services to students, members of the community, and use of college resources. ~~These may include, but not limited to, intergovernmental agreements, articulation agreements, memorandum of understanding, including joint agreements with other community colleges, and clinical agreements with hospitals, clinics, and nursing homes, long-term care facilities, physician practices, fire stations, and ambulance services.~~

The College President ~~of the college~~ or ~~his/her/their~~ designee will be authorized to establish joint agreements on behalf of the College Board of Trustees.

All agreements must conform with the Illinois Community College Board and Triton College guidelines.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

INDEPENDENT STUDY

POLICY 6150

ADOPTED: 06/25/91

AMENDED:

The Triton College ~~Board of Trustees~~ encourages student-initiated independent study ~~projects programs~~ with faculty involvement. This ~~type of program~~ provides the opportunity to pursue an educational topic or project of special interest.

All independent study projects will be initiated by students only after consultation with a full-time instructor who approves and agrees to supervise the independent study. The student must submit an Independent Study Proposal ~~and approval is required from~~ the department chairperson or coordinator, ~~dean, and Vice President of Academic Affairs.~~ ~~for approval~~. The proposed independent study must be comparable to existing academic requirements. The Independent Study Proposal must include a statement of objectives, activities, ~~and~~ evaluation criteria, ~~and completion date~~.

Independent study projects also allow students to fulfill an immediate need due to circumstances beyond their control as determined by the Vice President of Academic Affairs or designee, to meet a requirement for their degree, certificate, major, or for transfer.

The tuition rate for independent study is the same as that for regularly scheduled college courses.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

CONDUCT AND DISCIPLINE
IN THE CLASSROOM

POLICY 6170
ADOPTED: 06/25/91
AMENDED: 11/20/01
AMENDED:

~~The Triton College Board of Trustees recognizes that students are expected to follow conduct as responsible members of the academic community and conduct which interferes with the purpose and operation of instructional activities and courses and activities is not acceptable. The College strives to foster a safe and positive environment promoting students' academic success. The College expects the instructional staff to exercise with restraint and judgment its power to regulate student behavior. Rules and regulations will be adopted only when the educational process requires such action. Any member of the faculty may initiate disciplinary action for an infraction of the rules and regulations of Triton College, and their The enforcement of rules and regulations shall be fair and consistent and follow progressive discipline to effectively maintain classroom decorum. -~~

The student will assume accountability for ~~their~~ his/her own conduct while on the Triton College campus and affiliated sites as outlined in the Student Handbook, Policy #5105: Student Code of Conduct/The Triton Trust and Policy, and Policy #5207: Classroom Behavior.-

~~Any member of the faculty may initiate disciplinary action for an infraction of the rules and regulations of Triton College. The faculty will take action as may be necessary to maintain effectively the objectives of the course and decorum of the classroom environment.~~

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

CONFIDENTIALITY

POLICY 6180
ADOPTED: 06/25/91
AMENDED:

~~The Triton College Board of Trustees believes that holds that~~ the teacher-student relationship should be kept confidential and follow the Family Education Rights and Privacy Act (FERPA) and other applicable federal and state laws. The student may expect that statements personal identifiable information and statements made in the classroom, discussions with the teacher or written views will be respected and not reported outside the academic community.

~~Communications relating to the student's loyalty and patriotism; political, philosophical, religious and social values, and private life are of a confidential nature.~~

No information is to be released concerning a student to any person, group, organization, or agency without the student's written consent except as properly authorized by an appropriate college employee.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

FACULTY MINIMUM QUALIFICATIONS

POLICY 6185
ADOPTED: 06/20/17
AMENDED:

To teach Triton College credit and remedial developmental courses, faculty members, full-time or part-time, must meet the following minimum qualifications, which comport with state regulatory and institutional accreditation requirements and conform to generally recognize professional standards within the programs and disciplines. All educational credentials referenced herein are expected to be awarded from an institution accredited by a U.S. Department of Education recognized accrediting body or a degree from another country evaluated for U.S. equivalency.

Faculty teaching courses that are classified by the Illinois Community College Board (ICCB) as Program Classification System (PCS) 1.1 and/or are general education transfer courses that may be used as college credit towards a four-year degree must have a Master's degree or higher in the subject-area discipline taught or a Master's degree or higher and 18 graduate credit hours in the subject-area discipline taught.

Faculty teaching courses that are classified by the ICCB as PCS 1.2 career and technical education courses should hold a bachelor's degree or higher in the field and/or a combination of education, training and tested experience. For all remaining coursework, qualified faculty members are identified primarily by credentials, ~~but other~~ Other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified.

Instructors must possess an academic degree relevant to what they are teaching and at least one level of education above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members must possess the same level of degree as the terminal degree and relevant industry experience as determined by the program. When faculty members are employed based on equivalent experience, the institution utilizes its established tested experience qualifications as its minimum threshold of experience. Tested experience includes, but is not limited to, a breadth and depth of experience outside of the classroom in real-world situations relevant to the specific field, discipline or subfield to be taught; certifications or licensure in the field, discipline or subfield; and compliance with legal, governmental, and professional requirements, if applicable. Tested experience qualifications for specific disciplines and programs are established and maintained by the relevant academic area (Arts and Sciences, Business and Technology, Health Careers and Public Service Programs, and Continuing Education).

~~The college shall work with all faculty members who are employed and otherwise performing well as of the date this policy is enacted to ensure that they meet the above requirements/qualifications. For individuals who do not meet college minimum degree and course work requirements, a written education plan may be established or they may be justified on an individual basis by documenting other qualifications.~~

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

NEW FACULTY WORKSHOPS

POLICY 6190
ADOPTED: 06/25/91
AMENDED:

The Triton College ~~Board of Trustees expects requires that~~ all new faculty to participate in workshops during the first year of employment as scheduled.

The workshops will be designed to serve a variety of purposes:

1. Provide an opportunity for faculty from various disciplines to meet and share experiences, ideas, and concerns.
2. Provide formal in-service programs on educationally related topics.
3. Provide an opportunity for faculty to become acquainted educated with Triton College's many support programs.

3.4. Provide updates on initiatives and issues affecting the campus community.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

FACULTY EXCHANGE PROGRAMS

POLICY 6200
ADOPTED: 06/25/91
AMENDED:

~~The~~ Triton College ~~Board of Trustees~~ supports faculty exchange programs. Triton College cooperates with various community colleges in faculty exchange programs.

The following guidelines will be applied to all faculty exchange programs:

1. Only full-time tenured faculty are eligible.
2. Exchange may not exceed one year. One semester exchanges may be approved by the mutual consent of both institutions.
3. The visiting faculty member remains under contract to the home college.
4. The visiting faculty member will abide by the policies and regulations of the host college.
5. The visiting faculty member will receive a 20 percent reduction in load during the exchange period.

Additional conditions will be considered on an individual request basis and approved by the College President.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

RESEARCH AND DEVELOPMENT

POLICY 6210
ADOPTED: 06/25/91
AMENDED:

The Triton College ~~Board of Trustees~~ encourages faculty research and development projects. The President of the college will recommend financial limits for all projects. A Research and Development Committee is established to solicit, screen, and recommend proposed projects to the President. The President will make a recommendation to the Board of Trustees for their final approval.

The Faculty R&D Committee will develop and publish criteria for the submission of projects.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

PROFESSIONAL REVIEW PROGRAM

POLICY 6240
ADOPTED: 06/25/91
AMENDED:

The Triton College ~~Board of Trustees~~ believes that effective teaching is the professional responsibility of every faculty member and that periodic review is essential for maintaining a high level of teaching effectiveness. The review process must fulfill Triton College's responsibility to accrediting and/or approving agencies.

The professional review for full-time faculty members will consist of a comprehensive evaluation of the faculty member's total job performance. Specifically, it will include the following:

1. The faculty member's self-evaluation
2. Student evaluations
3. The department chairperson/coordinator's classroom evaluation
4. The department chairperson/coordinator's evaluation of related duties.
5. An administrative evaluation

The comprehensive nature of the program is based on the belief that several components used together are preferable to the use of a single component in evaluating a faculty member's total performance. Evaluation of adjunct faculty may include all of the above components or may be modified based upon departmental policy with the approval of the appropriate dean.

The data that are produced by the evaluation process will provide the basis for an individual professional development plan for each faculty member. The professional development plan will be designed jointly by the faculty member and the department chairperson/coordinator after reviewing the evaluation data; the plan must be approved by the appropriate dean.

The faculty member will be evaluated during the first year under contract; the professional development plan will be developed during the second year for implementation thereafter. A schedule of evaluative professional review for continuing faculty members will be determined by the President or his/her designee. This policy is not designed to supersede the faculty negotiated agreement.

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

Meeting of July 18, 2023

POLICY SECTION Business Services

POLICY NO. 3519.2

First Reading

Second Reading

**TITLE: SECURITY AND ACCESS TO CAMPUS FACILITIES AND SECURITY
CONSIDERATIONS IN MAINTAINING CAMPUS FACILITIES**

PURPOSE: Revisions to Policy 3519.2 are necessary in order to codify existing campus procedures and maintain conditions on campus to promote safety for all administrators, faculty, staff and students.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

**SECURITY AND ACCESS TO CAMPUS
FACILITIES AND SECURITY CONSIDERATIONS
IN MAINTAINING CAMPUS FACILITIES**

**POLICY 3519.2
ADOPTED: 07/20/93**

Whereas, Congress has enacted the Crime Awareness and Campus Security Act; and

Whereas, the Board of Trustees of Triton College intends to comply with the requirements of that Act; and

Whereas, the Board of Trustees seeks to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities; however, the policy of promoting openness must be balanced by controls on access to campus facilities designed to promote security in campus facilities;

Now, therefore, the Board of Trustees adopts the following policy:

- A. The Triton College Police Department will develop rules and regulations on access and security of campus facilities including parking, vehicle registration, and sign-in procedures.
- B. The Triton College Police Department shall inspect the lighting, landscaping, and the College's physical plant (door locks, etc.) to determine what improvements, if any, need to be made for security on the campus.
- C. The Triton College Police Department will examine or cause to have examined all campus facilities to determine if any security concerns exist in those facilities.
- D. **The Triton College Police Department, in the interest of maintaining the safety and security of all campus facilities and the members of the administration, faculty, staff and students using campus facilities, shall ensure that all office doors with transparent windows and sidelights shall remain fully unobstructed and free from personal décor or property at all times.**
- E. Definitions
 - 1. "Campus" is defined as any building or property owned or controlled by the College within a reasonably contiguous geographic area and used by the College in direct support of or related to its educational purposes.
 - 2. Campus shall also include any building or property utilized by the College such as satellite facilities.

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

Meeting of July 18, 2023

ACTION EXHIBIT NO. 16911

SUBJECT: BUDGET TRANSFERS

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

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

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

**PROPOSED BUDGET TRANSFERS - FY 2023
FOR THE PERIOD 6/1/23 to 6/30/23**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
RESTRICTED FUND					
1	AES-ADULT ED. STATE	06-10605002-510600010	AES-ADULT ED. STATE	06-10605002-540100210	\$ 15,000.00
2	AEF-ADULT ED - FEDERAL	06-10605005-590200000	AEF-ADULT ED - FEDERAL	06-10605005-540100210	20,000.00
3	ICCB Transitional English	06-20405004-530900010	ICCB Transitional English	06-20405004-540100240	200.00
4	TitleV Yr5 10/01/22 - 09/30/23	06-30205015-510600005	TitleV Yr5 10/01/22 - 09/30/23	06-30205015-550300005	1,200.00
5	TitleV Yr5 10/01/22 - 09/30/23	06-30205015-510600010	TitleV Yr5 10/01/22 - 09/30/23	06-30205015-550100005	2,200.00
6	TitleV Yr5 10/01/22 - 09/30/23	06-30205015-530900010	TitleV Yr5 10/01/22 - 09/30/23	06-30205015-540900505	7,000.00
7	ICCB PATH	06-30305022-580600005	ICCB PATH	06-30305022-540400005	2,115.00
8	ICCB WEI3	06-30905014-530900010	ICCB WEI3	06-30905014-590200000	53,936.01
9	State Retired Volunteer	06-40405005-510200010	State Retired Volunteer	06-40405005-540100110	717.50
			TOTAL RESTRICTED FUND		\$ 102,368.51
			TOTAL PROPOSED BUDGET TRANSFERS		\$ 102,368.51

Budget Transfer Form

Dollar Amount \$15,000.00

				Object Code Description
From what Budget Account	06	10605002	510600010	AES-ADULT ED STATE: Clerical - PT
To what Budget Account	06	10605002	540100210	AES-ADULT ED STATE: Instructional Supplies

DS
PO

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

Grant Accountant? Susan Zefeldt

Include Attachments: Yes No

Rationale:

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

Vacancies in PT clerical positions during the year will result in this line being underspent at the end of the fiscal year.

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

The funds will be used to purchase additional consumable instructional supplies (Standout workbooks) for ESL students. This is an allowable transfer under the AEFLA guidelines.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Zelda M Fredette</u>	5/31/2023
Cost Center Manager	<small>DocuSigned by:</small> <u>Jacqueline Lynch</u>	5/31/2023
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	_____	
Associate Vice President	<small>DocuSigned by:</small> <u>Paul Jensen</u>	6/1/2023
Area Vice President	<small>DocuSigned by:</small> <u>Susan Campos</u>	6/2/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature] 6/2/23

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 6/2/23

Entered by: B6936 DS 6/7/23

Budget Transfer Form

Dollar Amount

\$20,000.00

Object Code Description

From what Budget Account

06 - 10605005 - 59020000

AEF ADULT ED FEDERAL: Student Grants Scholars

To what Budget Account

06 - 10605005 - 540100210

AEF-ADULT ED FEDERAL: Instructional Supplies

DS
PD

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

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

Grant Accountant? Susan Zefeldt

Include Attachments: Yes () No (X)

Rationale:

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

Students in Integrated Education and Training programs were financially supported by other grants (H1B) so tuition funds were not needed in FY23.

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

Funds will be used to purchase additional consumable instructional supplies (standout workbooks) for ESL students. This is an allowable transfer under the AEFLA guidelines.

Required Signatures

Requestor

DocuSigned by:
Zelda M. Fredette 5/31/2023

Cost Center Manager

DocuSigned by:
Jacqueline Lynch 5/31/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:
Paul Jensen 6/1/2023

Area Vice President

DocuSigned by:
Susan Campos 6/2/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: SZ

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

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

VP of Business Services: [Signature] 6/7/23

Entered by: BLG35 DS 6/7/23

Budget Transfer Form

Dollar Amount \$200.00

	Object Code Description
From what Budget Account <u>06 - 20405004 - 530900010</u>	<u>Other Contractual Services</u>
To what Budget Account <u>06 - 20405004 - 540100240</u>	<u>Student services Supplies</u>

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? Gerardo Porrás-Nava Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 All planned activities for the grant are now completed and the remaining funds are not needed for contractual services.

Explain specifically why additional funds are needed in the receiving account:
 Classroom books for high school partners can be purchased with the remaining grant funds. This is an allowable transfer under the guidelines of the Transitional English grant.

Required Signatures

Requestor Cassandra Ramirez 6/14/2023
DocuSigned by: 22204650F407481

Cost Center Manager Paul Jensen 6/14/2023
DocuSigned by: 615C0058D19742E

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Paul Jensen 6/14/2023
DocuSigned by: 615C0058D19742E

Area Vice President Jodi Koslow Martin 6/15/2023
DocuSigned by: 7F7D8A8124E4F2D

BUSINESS OFFICE APPROVALS

Grant Accountant: _____
 Asst. Director of Finance: [Signature]
 Exec. Director of Finance: [Signature]
 Exec. Dir. of Bus. Operations: _____
 VP of Business Services: [Signature] 6/15/23

Entered by: BLG43 DS 6/15/23

Budget Transfer Form

Dollar Amount

\$1200

From what Budget Account

06 30205015 51060005

Object Code Description

Title V Yr5 10/01/22 - 09/30/23 : Clerical - Fu

To what Budget Account

06 30205015 55030005

Title V Yr5 10/01/22 - 09/30/23 : Travel - Out

DS
PP

Is this a Grant?

Yes No

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

Grant Accountant? Gerardo Porrás-Nava

Include Attachments: Yes No

Rationale:

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

The Full-time clerical account has enough funds to cover any remaining YR5 grant expenses.

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

To cover reimbursement expenses for the Title V Project Director Conference.

Required Signatures

Requestor

DocuSigned by: Delisha Fletcher 5/31/2023

Cost Center Manager

DocuSigned by: Jeanette Bartley 5/31/2023

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by: Paul Jensen 5/31/2023

Area Vice President

DocuSigned by: Susan Campos 6/2/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 6/13/23

Entered by: B6937 DS 6/14/23

Budget Transfer Form

Dollar Amount \$2200.00

			Object Code Description
From what Budget Account	06	30205015	510600010 TitleV Yr5 10/01/22 - 09/30/23 : Clerical-PT
To what Budget Account	06	30205015	550100005 TitleV Yr5 10/01/22 - 09/30/23 : Meeting Exper

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? Gerardo Porrás-Nava Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 There is enough money left on the budget line to cover PT clerical salary for the remainder of the grant.

Explain specifically why additional funds are needed in the receiving account:
 Funds are needed to cover food expenses for the C2C summer bridge program.

Required Signatures

Requestor Delisha Fletcher 6/20/2023
DocuSigned by: 05778E90E65467
Cost Center Manager Jeanette Bartley 6/20/2023
DocuSigned by: BEC7251A93724F
Associate Dean (If Applicable) _____
Dean (If Applicable) _____
Associate Vice President Paul Jensen 6/21/2023
DocuSigned by: 812C10CEB10722E
Area Vice President Susan Campos 6/21/2023
DocuSigned by: 87D0743E0E1A84E9

BUSINESS OFFICE APPROVALS

Grant Accountant: _____
 Asst. Director of Finance: [Signature]
 Exec. Director of Finance: [Signature]
 Exec. Dir. of Bus. Operations: [Signature]
 VP of Business Services: [Signature] 6/27/23

Entered by: BG47DSG/27/23

Budget Transfer Form

Dollar Amount \$7000.00

				Object Code Description
From what Budget Account	06	30205015	530900010	TitleV Yr5 10/01/22 - 09/30/23 : Other Contract
To what Budget Account	06	30205015	540900505	TitleV Yr5 10/01/22 - 09/30/23 : Other Material

^{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? Gerardo Porras-Nava

Include Attachments: Yes No

Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:
 There is enough money left on this line to cover contractual services for remainder of grant.

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

Funds are needed to cover the purchase of materials for Transfer Center activities (summer fair and conference) and Summer Bridge.

Required Signatures:

Requestor Delisha Fletcher 6/14/2023
DocuSigned by: Delisha Fletcher
Cost Center Manager Gerardo Porras-Nava 6/20/2023
DocuSigned by: Gerardo Porras-Nava
Associate Dean (If Applicable) _____
Dean (If Applicable) Jeanette Bartley 6/20/2023
DocuSigned by: Jeanette Bartley
Associate Vice President Paul Jensen 6/21/2023
DocuSigned by: Paul Jensen
Area Vice President Susan Campos 6/21/2023
DocuSigned by: Susan Campos

BUSINESS OFFICE APPROVALS

Grant Accountant: _____
 Asst. Director of Finance: [Signature]
 Exec. Director of Finance: _____
 Exec. Dir. of Bus. Operations: [Signature]
 VP of Business Services: [Signature] 6/27/23

Entered by: B6946 DS 6/27/23

Budget Transfer Form

Dollar Amount \$2,115.00

From what Budget Account 06 30305022 580600005 Object Code Description ICCB PATH: Equipment - Instructional >5K

To what Budget Account 06 30305022 540400005 ICCB PATH: Computer Software

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

Grant Accountant? Susan Zefeldt Include Attachments: Yes No

Rationale:

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

An equipment purchase requires a software package, and the software must be purchased through a computer software budget line. This transfer will set up and fund that account.

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

This transfer will set up and fund a computer software account within the grant to purchase software. This is an allowable transfer under the guidelines of the PATH grant.

Required Signatures

Requestor Cassandra Ramirez 5/23/2023

Cost Center Manager Paul Jensen 5/23/2023

Associate Dean (if Applicable) _____

Dean (if Applicable) _____

Associate Vice President Jodi Koslow Martin 5/25/2023

Area Vice President Susan Campos 5/25/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____ FW

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: _____ CR

VP of Business Services: _____ S 5/31/23

Entered by: B6928 DS 6/1/25


Budget Transfer Form

Dollar Amount \$53936.01

From what Budget Account 06 30905014 530900010 Object Code Description Other Contractual Services

To what Budget Account 06 30905014 590200000 Student Grants & 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:
 There have been consistent delays in receiving the material needed to complete welding lab upgrade. Expected completion is mid-June which is very close to the grant cycle end date. The requested budget modification is if further supply chain issues occur.

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

Funding should be moved to student grants and scholarships to cover additional tuition charges and completion stipends incurred by increased enrollment.

Required Signatures

Requestor Will White 5/26/2023
DocuSigned by: Will White 6490AD250B31444

Cost Center Manager Will White 5/26/2023
DocuSigned by: Will White 519CA025C631111

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President [Signature] 5/26/2023
DocuSigned by: [Signature] E5810A722509177

Area Vice President Sean Sullivan 5/26/2023
DocuSigned by: Sean Sullivan E4220251EC74X1

BUSINESS OFFICE APPROVALS

Grant Accountant: Elizabeth Zydron 5/31/23

Asst. Director of Finance [Signature]

Exec. Director of Finance: _____

Exec. Dir. of Bus. Operations: CR Entered by: B6927 DS 6/1/23

VP of Business Services: [Signature] 5/31/23

Budget Transfer Form

Dollar Amount \$717.50

From what Budget Account 06 40405005 510200010 Object Code Description Professional/Tech-Part-Time

To what Budget Account 06 40405005 540100110 office supplies

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

Grant Accountant? 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:

The part-time Program Assistant worked fewer hours than predicted at the beginning of the fiscal year, causing funds to be in excess. This is an allowable transfer per the grantor.

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

In order to spend the remaining amount of money for this grant, extra supplies will be purchased for upcoming RSVP programs/activities like the volunteer recognition luncheon, summer professional development, and next year's tax program (TCE).

Required Signatures

Requestor Mario Porras 6/7/2023

Cost Center Manager Mario Porras 6/7/2023

Associate Dean (If Applicable) _____

Dean (If Applicable) Bianca Sola-Perkins 6/12/2023

Associate Vice President Paul Jensen 6/12/2023

Area Vice President Susan Campos 6/13/2023

BUSINESS OFFICE APPROVALS

Grant Accountant: Elizabeth Zydron 6/14/23

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: _____

VP of Business Services: [Signature] 6/14/23

Entered by: B694005 6/14/23

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

Meeting of July 18, 2023

ACTION EXHIBIT NO. 16912

SUBJECT: FY 2025 RAMP REPORT

RECOMMENDATION: That the Board of Trustees approve the August 1, 2023 submission of the State of Illinois RAMP report to the ICCB. If projects are approved by the State for development/construction, Triton College will be obligated to provide 25% of the project financing. There are 8 individual projects and the 25% matching amounts vary from \$703,700 to \$24,504,500.

RATIONALE: The RAMP report is a State of Illinois required filing which offers Triton College the opportunity to request state funding for major repair to college buildings or construction of new buildings either on campus or for satellite locations.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 18, 2023 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2025 RAMP Community College Capital Project Request.

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

PROJECT NAME: Window Replacement – Line Buildings Phase 2

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$809,700</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$809,700</u>

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

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 18, 2023 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2025 RAMP Community College Capital Project Request.

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

PROJECT NAME: Window Replacement Student Resource Buildings

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$703,700</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$703,700</u>

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

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 18, 2023 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2025 RAMP Community College Capital Project Request.

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

PROJECT NAME: Career Discovery Center Building

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$13,043,100</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$13,043,100</u>

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

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 18, 2023 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2025 RAMP Community College Capital Project Request.

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

PROJECT NAME: Construction of Physical Plant

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$14,959,300</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$14,959,300</u>

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

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 18, 2023 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2025 RAMP Community College Capital Project Request.

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

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

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$10,416,500</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
TOTAL LOCAL MATCH	<u>\$10,416,500</u>

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

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 18, 2023 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2025 RAMP Community College Capital Project Request.

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

PROJECT NAME: Cernan Earth & Space Center Expansion

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$758,500</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$758,500</u>

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

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 18, 2023 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2025 RAMP Community College Capital Project Request.

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

PROJECT NAME: Rehabilitation of Potable Water

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$815,800</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$815,800</u>

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

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Triton College Community College, District # 504 , meeting in their regular session on July 18, 2023 , with a quorum present, officially authorized the submission of the attached Fiscal Year 2025 RAMP Community College Capital Project Request.

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

PROJECT NAME: Industrial Careers 2nd Floor Addition

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$24,504,500</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify) _____	<u>\$</u>
 TOTAL LOCAL MATCH	 <u>\$24,504,500</u>

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

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

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

Meeting of July 18, 2023

ACTION EXHIBIT NO. 16913

SUBJECT: ENGAGEMENT OF PROFESSIONAL LEGAL SERVICES FROM SARIE E. WINNER

RECOMMENDATION: That the Board of Trustees approve the engagement of Sarie E. Winner d/b/a Winner Law. Ms. Winner has provided legal counsel to the College for the past 21 years while working for the law firm of Kusper & Raucci. All legal services will be provided at the same rates as previously approved under agreement with Kusper & Raucci. Licensed Attorney rates will be charged at \$310 per hour and law clerk/paralegal rates will be charged at \$155 per hour.

RATIONALE: Ms. Winner has served as Triton's primary General Counsel for the past 2 years and prior to that, served as Associate General Counsel for the immediately preceding 19 years. While the General Counsel will provide day to day advice and consultation on the wide range of legal activities encountered by the College, the College maintains active legal counsel relationships with a number of outside law firms based on litigation or area of specialty. Those activities are followed and reported on to the Board of Trustees by the College's General Counsel.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

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

Meeting of July 18, 2023

ACTION EXHIBIT NO. 16914

SUBJECT: AGREEMENT WITH UNIVISION COMMUNICATIONS INC.

RECOMMENDATION: That the Board of Trustees approve the purchase of radio advertisements, Web banners, Web streaming, and additional recruitment opportunities to be paid to Univision Communications Inc. for Fiscal Year 2024 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton. The total amount has increased by \$1,500 from FY23 due to raised service costs. The advertisements will run throughout the Fiscal Year 2024 in support of Fiscal Year 2024 enrollment, at a cost not to exceed \$31,500.

RATIONALE: VP Sullivan has approved \$16,935 out of the total FY24 cost in order to begin advertisement for the fall 2023 semester. The remaining \$14,565 will cover additional FY24 advertisements. The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2024.

Sean Sullivan

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

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

From: Michael Nathan
 Phone: (312) 404-7241
 Email: mnathan@univision.net
 5/10/2023 10:45 AM

Flight Dates: 07/17/2023 - 05/19/2024
 Demo: P 18-34

Radio Market: CHICAGO
 Survey: MAR23 / FEB23 / JAN23
 Geography: Metro

ScheduleDescription: Triton
 College FY24

	Daypart	Daypart Code	Spots	Length	Unit Rate	Total Cost	Average Rating	Net Reach	Frequency	Gls	CPM	GRPs
Radio Total			189		\$51.24	\$9,685.00	0.1%	144,000	2.2	310,600	\$32.03	13.8
WPPN-FM			105		\$51.67	\$5,425.00	0.1%	81,800	2.0	162,400	\$34.45	8.4
Flight A - 7 wks (07/17, 07/31, 08/14, 12/25, 01/08, 04/29, 05/13)												
			105		\$51.67	\$5,425.00	0.1%	81,800	2.0	162,400	\$34.45	8.4
One Week Total			15		\$51.67	\$775.00	0.1%	18,200	1.3	23,200	\$34.45	1.2
	W-F 3P-7P		7	30	\$100.00	\$700.00	0.1%	11,200	1.3	14,700	\$47.62	0.7
	W-F 7P-10P		3	30	\$25.00	\$75.00	0.0%	1,400	1.1	1,500	\$50.00	0.0
	M-F 5A-12M		5	30	\$0.00	\$0.00	0.1%	6,500	1.1	7,000	\$0.00	0.5
WVIV-FM			84		\$50.71	\$4,260.00	0.1%	64,700	2.3	148,200	\$28.17	5.4
Flight A - 6 wks (07/24, 08/07, 12/18, 01/01, 04/22, 05/06)												
			84		\$50.71	\$4,260.00	0.1%	64,700	2.3	148,200	\$28.17	5.4
One Week Total			14		\$50.71	\$710.00	0.1%	17,400	1.4	24,700	\$28.17	0.9
	W-F 3P-7P		9	30	\$65.00	\$585.00	0.1%	13,800	1.5	20,700	\$28.26	0.9
	M-F 7P-12M	EVE	5	30	\$25.00	\$125.00	0.0%	3,800	1.1	4,000	\$31.25	0.0

The first demo listed is the Primary Demo.

This report was created in TAPSCAN using the following Radio information: CHICAGO; MAR23 / FEB23 / JAN23; Metro; Multiple Dayparts Used; P 18-34; See Detailed Sourcing Page for Complete Details.

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From: Michael Nathan
 Phone: (312) 404-7241
 Email: mnathan@univision.net
 5/10/2023 10:45 AM

Schedule Grand Totals: 13 Weeks

Stations	Spots	Unit Rate	Total Cost	Average Rating	Net Reach	Frequency	GIs	CPM	GRPs
Radio Total	189	\$51.24	\$9,685.00	0.1%	144,000	2.2	310,600	\$32.03	13.8
WPPN-FM	105	\$51.67	\$5,425.00	0.1%	81,800	2.0	162,400	\$34.45	8.4
WWIV-FM	84	\$50.71	\$4,260.00	0.1%	64,700	2.3	148,200	\$28.17	5.4

Accepted by Station

Date

Accepted by Client Sean Sullivan, VP of Business Services

Date

This station does not discriminate in the sale of advertising time and will accept no advertising which is placed with an intent to discriminate on the basis of race, gender or ethnicity. Advertiser hereby certifies that it is not buying broadcasting air time under this advertising sales contract for a discriminatory purpose, including but not limited to decisions not to place advertising on particular stations on the basis of race, gender, national origin or ancestry.

The first demo listed is the Primary Demo.

This report was created in TAPSCAN using the following Radio information: CHICAGO; MAR23 / FEB23 / JAN23; Metro; Multiple Dayparts Used: P 18-34; See Detailed Sourcing Page for Complete Details.

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Advertiser:	Triton College
Start Date:	7/17/2023
End Date:	8/20/2023
Total Net Investment:	\$7,250
Total Impressions:	432,108

Placement	Ad Size	Market	Start Date	End Date	Total Imps	Gross CPM	Gross Cost	Net CPM	Net Cost	Special Instructions
Rotating Media										
Univision / Conexo - Display	300x250; 728x90; 970x250; 320x50	Chicago			229,167	\$14.12	\$3,235	\$12.00	\$2,750	Targeting: Hispanics interested in College Education in Chicago IL DMA
Univision Digital Video Everywhere	:15 or :30 Video	Chicago	7/17/2023	8/20/2023	102,941	\$40.00	\$4,118	\$34.00	\$3,500	Targeting: Hispanics interested in College Education in Chicago IL DMA Includes: includes Univision.com, UNOW, ViX, Conexo OTT & Conexo Pre-Roll
Univision Audio - Run of Network	:15 or :30 Audio	Chicago			100,000	\$11.76	\$1,176	\$10.00	\$1,000	Targeting: Chicago IL DMA
Rotating Media Total					432,108		\$8,529		\$7,250	
GRAND TOTAL					432,108		\$8,529		\$7,250	

ADDENDUM
[TelevisaUnivision Ad Specs](#)
[IAB Standard Terms and Conditions](#)

AGENCY or ADVERTISER	
By:	(signature)
Print Name:	Sean Sullivan (print or type)
Title:	VP of Business Services (print or type)
Date:	



Advertiser:	Triton College
Start Date:	12/18/2023
End Date:	5/19/2024
Total Net Investment:	\$14,500
Total Impressions:	864,216

Placement	Ad Size	Market	Start Date	End Date	Total Imps	Gross CPM	Gross Cost	Net CPM	Net Cost	Special Instructions
Rotating Media										
Univision / Conexo - Display	300x250; 728x90; 970x250; 320x50	Chicago			229,167	\$14.12	\$3,235	\$12.00	\$2,750	Targeting: Hispanics interested in College Education in Chicago IL DMA
Univision Digital Video Everywhere	:15 or :30 Video	Chicago	12/18/2023	1/14/2024	102,941	\$40.00	\$4,118	\$34.00	\$3,500	Targeting: Hispanics interested in College Education in Chicago IL DMA Includes: includes Univision.com, UNOW, ViX, Conexo OTT & Conexo Pre-Roll
Univision Audio - Run of Network	:15 or :30 Audio	Chicago			100,000	\$11.76	\$1,176	\$10.00	\$1,000	Targeting: Chicago IL DMA
Univision / Conexo - Display	300x250; 728x90; 970x250; 320x50	Chicago			229,167	\$14.12	\$3,235	\$12.00	\$2,750	Targeting: Hispanics interested in College Education in Chicago IL DMA
Univision Digital Video Everywhere	:15 or :30 Video	Chicago	4/22/2024	5/19/2024	102,941	\$40.00	\$4,118	\$34.00	\$3,500	Targeting: Hispanics interested in College Education in Chicago IL DMA Includes: includes Univision.com, UNOW, ViX, Conexo OTT & Conexo Pre-Roll
Univision Audio - Run of Network	:15 or :30 Audio	Chicago			100,000	\$11.76	\$1,176	\$10.00	\$1,000	Targeting: Chicago IL DMA
Rotating Media Total					864,216		\$17,059		\$14,500	
GRAND TOTAL					864,216		\$17,059		\$14,500	
ADDENDUM										
TelevisaUnivision Ad Specs										
IAB Standard Terms and Conditions										

AGENCY or ADVERTISER	
By:	(signature)
Print Name:	Sean Sullivan
Title:	VP of Business Services
Date:	(print or type)

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

Meeting of July 18, 2023

ACTION EXHIBIT NO. 16915

SUBJECT: AGREEMENT WITH NORTHWEST COMMUNITY HEALTHCARE

RECOMMENDATION: That the Board of Trustees approve a Radiologic Technology Program Memorandum addendum to the Master Affiliation Agreement with Northwest Community Healthcare, a subsidiary of Northshore University HealthSystem. The term of this addendum shall commence July 19, 2023. This Program Memorandum may be terminated at any time by either party upon thirty (30) days advanced written notice. Termination shall not automatically terminate or otherwise impact the Master Affiliation Agreement. Any student performing pursuant to this Program Memorandum shall be permitted to complete the educational experience in which they are already performing under the terms and conditions set forth therein. There is no cost to the college for this Agreement.

RATIONALE: This Agreement will enable students in Triton College's Radiologic Technology Program to participate in clinical education experiences at Northwest Community Healthcare.

Submitted to Board by: _____


Dr. Susan Campos, Vice President of Academic Affairs

Board Officers' Signatures Required:

Mark R. Stephens
Board Chairman

Tracy Jennings
Secretary

Date

Related forms requiring Board signature: Yes No

PROGRAM MEMORANDUM

This Program Memorandum is entered into this 19th day of July 2023 between: TRITON COLLEGE and NORTHWEST COMMUNITY HEALTHCARE, a subsidiary of NORTHSORE UNIVERSITY HEALTHSYSTEM, including its wholly owned subsidiaries, (“SITE”).

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

1. SITE agrees to participate as a fieldwork site to enable students to obtain practical training and experience in *Radiologic Technology*, and to provide the equipment, facilities and supplies which are necessary to achieve the educational objectives of the program.
2. SCHOOL and SITE will each designate a faculty member to coordinate and act as liaison person. Individual assignments to be undertaken by participating students will be mutually arranged, and a continuous exchange of information will be maintained by onsite visits when practical and by letter or telephone in other instances.
3. At least one semester prior to the field assignment, the determination of the number of students shall be a joint decision between SCHOOL and SITE based on staff and space available, and eligible students enrolled in the program.
4. While in SITE, students will have the status of trainees and are not to render patient care and/or services except as identified for educational value. Any such direct contact between a student and a patient shall be only when a supervisor is available for consultation.
5. The fieldwork educational program will provide the *Radiologic Technology* student with the opportunity to develop increased knowledge and skill in:
 - Patient assessment, program planning and treatment including discharge planning and referral to appropriate resources.
 - X-ray positioning, exam protocol, patient care, communication, history taking, image analysis, equipment proficiency, and pathology.
 - Communicating patient progress and treatment results to increase professional skills.
6. Regular communication will be jointly maintained for the purpose of reviewing and evaluating individual student performance. Students shall be evaluated using The School’s Field Evaluation guidelines.

7. The clinical experiences offered to students in the program in *Radiologic Technology* will be evaluated on a regular basis by the SCHOOL and SITE. This Program Memorandum will be executed every two years to signify continuing agreement with the educational value of the fieldwork program.
8. SITE shall make all orientation, online learning, and all SITE policies and procedures available to student on its Intranet page which is accessible only when on-site at SITE.
9. This Program Memorandum may be terminated at any time by either party upon thirty (30) days' advanced written notice. Termination of this Program memorandum shall not automatically terminate or otherwise effect this Master Affiliation Agreement. Any Student performing pursuant to the Master Affiliation Agreement and this Program Memorandum at the time of the termination of this Program Memorandum shall be permitted to complete the education experience in which they are already performing.
10. Any notice or communication required by this Agreement shall be in writing and shall be given and deemed to have been given if (a) hand delivered; or (b) sent via overnight delivery; or (c) sent via facsimile; or (d) sent via electronic mail addressed as follows:

Notice to SCHOOL shall be sent to:

Pamela Harmon, Dean of Health Careers and Public Service Programs
Triton College
2000 5th Ave. River Grove, IL 60171 office H-120

Notice to HOSPITAL shall be sent to:

Jennifer Bourmas, B.A., RT® | Radiology Education Coordinator
Northwest Community Healthcare
800 W. Central Rd., Arlington Heights, IL 60005
847-618-5793 | jbourmas@nch.org

Signatures appear on the following page

Triton College

**NORTHWEST COMMUNITY
HEALTHCARE**

**Mark R. Stephens,
Board Chairman**

**Rich Casey
EVP, Hospital Operations**

Date

Date

**Tracy Jennings,
Secretary**

Date