



**Regular Meeting of the
Board of Trustees**

Agenda

Tuesday, December 18, 2018

- I. CALL TO ORDER** December 18, 2018 at 6:30 p.m.
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LV**
 - [Minutes of the Board Retreat of November 20, 2018, No. 6](#)
 - [Minutes of the Board Audit Committee of November 20, 2018, No. 7](#)
 - [Minutes of the Regular Board Meeting of November 20, 2018, No. 8](#)
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
 - A. Academic Affairs/Student Affairs
 - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
 - A. Action Exhibits
 - [16224 Resolution Abating Taxes Levied for Debt Service on Series 2014 & 2015 General Obligation Bonds](#)
 - [16225 2018 Tax Levy](#)
 - [16226 Certification of Compliance with Truth in Taxation Act](#)
 - [16227 Budget Transfers](#)
 - [16228 Prevailing Wage Resolution 2018-19](#)
 - [16229 Shared Data Agreement between Illinois Department of Employment Security and Triton College](#)

- [16230 Data Sharing Agreement with McGraw Hill Education](#)
- [16231 Certificate of Final Completion and Authorization of Final Payment – “M Building” Paving Project](#)
- [16232 Certificate of Final Completion and Authorization of Final Payment – “R Building” Lower Level Running Track Project](#)
- [16233 Certificate of Final Completion and Authorization of Final Payment – Welding Lab HVAC Project](#)
- [16234 Pace Bus Shelter Agreement](#)
- [16235 College Curriculum Recommendation, December 2018](#)

B. [Purchasing Schedules](#)

C. [Bills and Invoices](#)

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

E. [Human Resources Report](#)

Offer Position and Contract Approval

3.1.01 Christine Skasa, Director of Grants & Pre-Award Operations

XIV. COMMUNICATIONS – INFORMATION

A. Human Resources Information Materials

B. Informational Material

XV. ADJOURNMENT

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the Retreat of the Board of Trustees to order in the Boardroom at 6:17 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Erendira Garcia, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Jay Reyes, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Luke Casson, Mr. Glover Johnson.

Mr. Stephens noted that Mr. Johnson is absent to attend services for a colleague, and Mr. Casson is on his way.

CITIZEN PARTICIPATION

None.

CAMPUS TOUR

The Board of Trustees left the Boardroom at 6:20 p.m. for a tour of select areas of the campus, to include the following: A Building – Adult Education, Career Services, 2nd Floor Lobby, 1st Floor Washrooms; M Building – iLaunch Math Lab, North End Space; D Building – Science 1st Floor, West Greenhouse; I Building - Entryway and Lobby; R Building – Lower Level, Main Level; and T Building – Welding Lab. Mr. Casson joined the meeting during the campus tour in the A Building.

The Board of Trustees returned to the Boardroom at 8:43 p.m. Chairman Stephens explained that due to the time, the Retreat will be suspended so that the audit committee and regular meeting can take place.

RETREAT SUSPENDED

A motion was made by Mrs. Potter to suspend the meeting, seconded by Ms. Peluso. Voice vote carried the motion unanimously. Chairman Stephens suspended the meeting at 8:47 p.m.

RETREAT RESUMED

Mr. Stephens made a motion to resume the Board Retreat, seconded by Ms. Peluso. The meeting resumed at 10:01 p.m.

BOARD SELF-EVALUATION

Chairman Stephens explained that the Board members have each completed a Self-Evaluation instrument, a compilation has been made, and they will know review the results.

The Board Self-Evaluation proceeded as follows, with a ratings scale of 1-Very Dissatisfied; 2-Dissatisfied; 3-Satisfied; 4-Very Satisfied; or Not Sure.

RESPONSIBILITY 1: DEVELOPING AND IMPLEMENTING THE MISSION

Each program of the organization should be to carry out its mission. Periodically the Board should review the mission and revise it whenever necessary. There should be a clear and concise mission statement.

- 1-1 All Board members are familiar with the current mission and vision statements?**
- 1-2 The current mission statement is appropriate for the organization's role in the next two to four years?**
- 1-3 The Board's policy decisions and the organization's programs and services reflect the mission?**

The Board indicated some "Not Sure" responses in this area because the College is in the process of revising the Mission and Vision Statements.

RESPONSIBILITY 2: MEETING LEGAL REQUIREMENTS

Various federal and state laws as well as rules from its funding sources govern the organization; therefore it is the obligation of the Board to be aware of these matters and be sure policies are in place to assure compliance.

- 2-1 The Board has reviewed the Audit and understood it before it is approved?**
- 2-2 Board members are aware of their responsibilities are required by the Illinois Public Community College Act, including not participating in votes on matters where this is a conflict of interest?**
- 2-3 The Board is periodically apprised of recent changes in laws that effect the organization and makes sure that new policies are developed to address such laws?**

The Board indicated all "Very Satisfied" responses.

RESPONSIBILITY 3: SELECT AND SUPPORT THE CHIEF EXECUTIVE OFFICER

Perhaps the most significant decision a Board makes is who to select as CEO. The Board needs to set expectations and give the CEO frequent and constructive feedback. The Board is also obligated to review the CEO's salary.

- 3-1 Board has reviewed and approved annual goals for the President to meet?**
- 3-2 The Board performs an annual evaluation of the President and provides him/her with appropriate feedback?**
- 3-3 The Board annually reviews the President's salary and compares it to other similarly situated CEOs?**

3-4 The Board respects the responsibilities of the President and does not try to get involved in the day-to-day operations of the organization?

There was one “Not Sure” response regarding the President’s salary. It was discussed that the President’s salary hasn’t been compared in a year or so, but it is currently ranked in the middle.

RESPONSIBILITY 4: ENSURE EFFECTIVE FISCAL MANAGEMENT

The Board must understand the finances of the organization and be sure they are properly managed to support the mission.

- 4-1 The Board discusses thoroughly the annual operating budget of the College before approving it?**
- 4-2 At each Board meeting there is a financial update that is presented in a manner that can be understood?**
- 4-3 The Board reviews the annual audit and considers all recommendations made in the independent auditor’s report and management letter?**

The Board indicated all “Very Satisfied” responses.

RESPONSIBILITY 5: ENGAGE IN STRATEGIC PLANNING

One of the major contributions that a Board can make is to consider how the organization needs to evolve over the next three to five years, and to recommend action to reach those goals. Given the amount of time that the staff has to concentrate on day-to-day operations, the Board can much more easily focus on the future.

- 5-1 The Board focuses much of its attention on long term, significant policy issues rather than short-term administrative matters?**
- 5-2 The Board has a strategic vision of how the organization should be evolving over the next three to five years?**
- 5-3 The Board periodically participates in a strategic planning process that helps it consider how the organization should meet new opportunities and challenges?**
- 5-4 The Board is knowledgeable of status and impact of all major renovation projects critical to the mission of the institution?**

The Board indicated all “Very Satisfied” responses.

RESPONSIBILITY 6: HAVE THE BOARD OPERATE EFFICIENTLY

Boards member are volunteers whose time is valuable. It is critical to have well run Board and committee meetings to assure that Board member believe their time is being used productively.

- 6-1 Board members are familiar with legal requirements?**
- 6-2 Board members receive clear and succinct agendas and supporting written material sufficiently prior to Board and committee meetings?**
- 6-3 Committee assignments reflect the interests, experience, and skills of the Board members?**
- 6-4 Board and committee meetings are well organized, productive, and make good use of Board members' time?**
- 6-5 Conflicts and duality of interests are revealed, noted in the minutes and the Board member does not participate in the vote on that issue?**
- 6-6 Clear and concise minutes are kept and made available to each Board member after the meeting and the opportunity is given to correct the minutes?**
- 6-7 The Board Chair effectively and appropriately leads and facilitates Board meetings and the policy and governance work of the Board.**
- 6-8 New Board members receive appropriate orientation and are encouraged to participate in Board activities, discussions, and decisions.**

The Board indicated one "Satisfied" and the rest "Very Satisfied" responses.

RESPONSIBILITY 7: ENHANCE THE ORGANIZATION'S PUBLIC IMAGE

Board members can do much to develop the organization's image. If an organization is successful but its achievements are kept secret, it will not succeed in raising money, attracting new leaders for positions of responsibility on the Board and staff. While encouraging Board members to spread the word about the organization they help govern, individual Board members should not serve as the spokesperson for the organization to the media without the approval of the Board Chair.

- 7-1 The Board has approved an effective marketing and public relations strategy for the College?**
- 7-2 Board members talk about the College to key people, including community leaders and potential contributors?**
- 7-3 The Board apprises elected officials of the needs and strengths of the organization?**
- 7-4 The Board provides an Annual Report on the college's goals and financials to all stakeholders?**

The Board indicated one "Satisfied" and the rest "Very Satisfied" responses.

RESPONSIBILITY 8: UNDERSTAND RELATIONSHIP BETWEEN BOARD AND STAFF

One of the most important responsibilities for a Board is to define and understand its relationship with the staff, and in particular with the CEO. An effective Board should have a clear understanding of the differences between its role and the role of the staff. Because many important organizational issues require a partnership of the Board and staff if they are to be addressed effectively, the quality of the working relationship between the Board and CEO should be high.

- 8-1 The respective roles of the Board and staff are clearly defined and understood?**
- 8-2 A climate of mutual trust and respect exists between the Board and President?**
- 8-3 The Board gives the President enough authority and responsibility to lead and manage the organization successfully and handle day-to-day operations?**
- 8-4 The Board has reviewed and approved adequate policies for staff selection, training, promotion, and grievance procedures while recognizing that hiring and firing decisions belong to the President?**

The Board indicated all “Very Satisfied” responses.

Chairman Stephens stated that this is a great Board, with everyone focusing on moving the school ahead.

ADJOURNMENT

Ms. Peluso made a motion to adjourn the meeting, seconded by Mrs. Potter. Chairman Stephens adjourned the meeting at 10:10 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Diane Viverito
Board Secretary

Susan Page
Susan Page, Recording Secretary

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the Audit Committee (a Committee of the Whole) of the Board of Trustees to order in the Boardroom at 8:48 p.m. The following roll call was taken.

Present: Mr. Luke Casson, Ms. Erendira Garcia, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Jay Reyes, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Glover Johnson.

CITIZEN PARTICIPATION

None.

AUDIT COMMITTEE

Christine Torres from the auditing firm of Crowe LLP reported that the Board has received the final audit documents, and that this year's audit was very good with no findings and no significant deficiencies.

ADJOURNMENT

A motion was made by Ms. Peluso to adjourn the meeting, seconded by Mr. Reyes. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 8:51 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Diane Viverito
Board Secretary

Susan Page
Susan Page, Recording Secretary

CALL TO ORDER/ROLL CALL

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 8:51 p.m. The following roll call was taken.

Present: Mr. Luke Casson, Ms. Erendira Garcia, Ms. Donna Peluso, Mrs. Elizabeth Potter, Mr. Jay Reyes, Mr. Mark Stephens, Ms. Diane Viverito.

Absent: Mr. Glover Johnson.

APPROVAL OF BOARD MINUTES

Mrs. Potter made a motion, seconded by Ms. Peluso, to approve the minutes of the Regular Board Meeting of October 16, 2018. Voice vote carried the motion unanimously.

COMMENTS ON THIS AGENDA

None.

CITIZEN PARTICIPATION

None.

REPORTS/ANNOUNCEMENTS – Employee Groups

An Adjunct Faculty Association representative indicated that an intent to negotiate letter for next year will be sent soon.

STUDENT SENATE REPORT

Ms. Garcia reported that the Student Association is having a pot luck and wished everyone a happy Thanksgiving.

BOARD COMMITTEE REPORTS

Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met earlier this month, reviewed and are in favor of all of the items pertaining to academic and student affairs, and ask for the Board's approval.

Finance/Maintenance & Operations

Ms. Peluso reported that the committee met on November 7, reviewed new business items and purchasing schedules, and recommend all for approval.

ADMINISTRATIVE REPORT

None.

PRESIDENT'S REPORT

President Mary-Rita Moore expressed appreciation for everyone who was part of the comprehensive tour taken by the Board during the Retreat this evening.

Dr. Jodi Koslow Martin, now in her third week as Vice President of Enrollment Services & Student Affairs, was officially welcomed.

Ms. Moore recognized the Triton College Foundation and Board of Directors President Tom Olson for the wonderful President's Reception, and thanked everyone who was able to support the event through their attendance or contributions.

President Moore wished the Board and all a Happy Thanksgiving.

CHAIRMAN'S REPORT

Chairman Mark Stephens commented that the Foundation President's Reception was an outstanding event. Mr. Olson reported incoming funds of \$45-50,000 and is working on a final number. Mr. Stephens again acknowledged the honorees of the event, Faculty Chef Jerome Drosos, a legend at Triton College who was honored posthumously, and Albert Bruno, who made the single largest donation to Triton College.

Mr. Stephens noted that there will be a review of the Board Policy over the next couple of months that he hopes to have complete in March. He asked the Trustees to peruse the Board Policy Manual and give him their comments.

Chairman Stephens discussed the campus tour taken during the Board Retreat and noted that the science lab visited is a priority as it most directly affects students. He has asked the President to try to find money for upgrades to the lab now and bring that to the Board. The Chairman asked our consultant, Randy Barnette, who was present in the audience, to work aggressively for additional funding from Springfield. Other areas visited on the tour included the A building second floor lobby, which will have some aesthetic changes completed, and the iLaunch Math Lab, which is showing fantastic results in advancing students.

Mr. Stephens reported that the college is going to start planning for the eventuality of pension obligations being pushed to the local level. That is expected to be phased in over five to seven years and will result in a budget hit of approximately \$6 million. Mr. Stephens stated that the college will take on that responsibility as it comes, and will never not meet its obligation to fund pensions.

Chairman Stephens wished everyone a Happy Thanksgiving and reminded all to shower their family members with love.

NEW BUSINESS

ACTION EXHIBITS

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

16210 Budget Transfers

16211 Certificate of Final Completion and Authorization of Final Payment – M Building Pavement Stabilization

- 16212 Three Year Extension to the Follett Bookstore Agreement**
- 16213 Prevailing Wage Resolution 2018-2019**
- 16214 Chicago Office Technology Group – SMART Notebook License Renewal**
- 16215 Waiver of Facility Rental Fee – West 40 Immediate Service Center No 2 and Community Alliance**
- 16216 2019 Triton College Health Benefit Plan (Blue Cross Blue Shield PPO) Employee Co-Premium Rates**
- 16217 2019 Triton College PPO Health Plan Premiums**
- 16218 2019 Blue Cross Blue Shield HMO Premium Rates**
- 16219 2019 Delta Dental PPO Premiums**
- 16220 2019 Delta Dental Voluntary Coverage Premiums**
- 16221 2019 Payflex FSA Administrative Services Fee**
- 16222 College Curriculum Committee Recommendations – September 2018**
- 16223 College Curriculum Committee Recommendations – October 2018**

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

PURCHASING SCHEDULES

- B41.10 Continuing Ed Guide – Spring 2019**
- B41.11 Building C Bookstore – Ceiling Replacement**

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

BILLS AND INVOICES

Ms. Peluso made a motion, seconded by Mr. Reyes, to pay the Bills and Invoices in the amount of \$4,014,604.56.

Roll Call Vote:

Affirmative: Mr. Casson, Ms. Garcia, Ms. Peluso, Mrs. Potter, Mr. Reyes,
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

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

CLOSED SESSION

Mr. Reyes 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 Ms. Viverito.

Roll Call Vote:

Affirmative: Mr. Casson, Ms. Garcia, Ms. Peluso, Mrs. Potter, Mr. Reyes,
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes. The Board went into Closed Session at 9:15 p.m.

RETURN TO OPEN SESSION

Ms. Peluso made a motion to return to Open Session, seconded by Ms. Viverito.

Roll Call Vote:

Affirmative: Mr. Casson, Ms. Garcia, Ms. Peluso, Mrs. Potter, Mr. Reyes,
Ms. Viverito, Mr. Stephens.

Absent: Mr. Johnson.

Motion carried 6-0 with the Student Trustee voting yes. The Board returned to Open Session at 9:57 p.m.

HUMAN RESOURCES REPORT

1.0 Faculty

Ms. Peluso made a motion, seconded by Mr. Reyes, to approve page 1 of the Human Resources Report, items 1.1.01 through 1.4.01. Voice vote carried the motion unanimously.

2.0 Adjunct Faculty

Ms. Viverito made a motion, seconded by Mr. Casson, to approve pages 2 and 3 of the Human Resources Report, items 2.1.01 through 2.9.01. Voice vote carried the motion unanimously.

3.0 Administration

Ms. Peluso made a motion, seconded by Mr. Casson, to approve page 4 of the Human Resources Report, items 3.1.01 through 3.2.01. Voice vote carried the motion unanimously.

4.0 Classified, Police & Engineers

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve pages 5 and 6 of the Human Resources Report, items 4.1.01 through 4.6.01. Voice vote carried the motion unanimously.

5.0 Mid-Management

Ms. Peluso made a motion, seconded by Ms. Viverito, to approve pages 7 and 8 of the Human Resources Report, items 5.1.01 through 5.7.01. Voice vote carried the motion unanimously.

6.0 Hourly Employees

Mr. Casson made a motion, seconded by Ms. Viverito, to approve pages 9 through 12 of the Human Resources Report, items 6.1.01 through 6.3.03. Voice vote carried the motion unanimously.

7.0 Other

Ms. Peluso made a motion, seconded by Mrs. Potter, to approve pages 13 through 15 of the Human Resources Report, items 7.1.01 through 7.4.01. Voice vote carried the motion unanimously with the exception of items 7.1.06 and 7.1.07, which carried 5-0 with Mr. Reyes abstaining and the Student Trustee voting yes.

ADJOURNMENT

There being no further business before the Board, a motion was made by Ms. Viverito to adjourn the meeting, seconded by Ms. Peluso. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 10:00 p.m.

Submitted by: Mark R. Stephens
Board Chairman

Diane Viverito
Board Secretary

Susan Page
Susan Page, Recording Secretary

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16224

**SUBJECT: RESOLUTION ABATING TAXES LEVIED FOR DEBT SERVICE ON
SERIES 2014 & 2015 GENERAL OBLIGATION BONDS**

RECOMMENDATION: That the Board of Trustees approve a Resolution authorizing the abatement of all taxes levied to pay debt service on the General Obligation Bonds (Alternate Revenue Source) Series 2014 & 2015 for the total abatement of \$3,634,385.

RATIONALE: This proposed abatement follows the Board's direction to finance the campus redevelopment bonds with existing revenue streams, and not to levy additional taxes. When issuing General Obligation Bonds, the law requires taxes to be levied. This abatement will zero balance the Series 2014 General Obligation Bonds (Alternate Revenue Source) in the amount of \$3,306,575 and the Series 2015 General Obligation Bonds (Alternate Revenue Source) in the amount of \$327,810.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes X No

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, held at 2000 Fifth Avenue, River Grove, Illinois, in said District at 6:30 o'clock P.M., on the 18th day of December, 2018.

* * *

The Chairman called the meeting to order and directed the Secretary to call the roll.

Upon roll call, Mark R. Stephens, the Chairman, and the following Trustees were physically present at said location: _____

The following Trustees were allowed by a majority of the Trustees of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chairman announced that the next item of business before the Board of Trustees was the consideration of a Resolution abating all of the taxes heretofore levied for the year 2018 to pay debt service on the District's outstanding General Obligation Bonds (Alternate Revenue Source), Series 2014 and General Obligation Bonds (Alternate Revenue Source), Series 2015.

Thereupon, Trustee _____ presented, and there was made available to the Trustees and interested members of the public the following Resolution:

A RESOLUTION abating all of the taxes heretofore levied for the year 2018 to pay debt service on the General Obligation Bonds (Alternate Revenue Source), Series 2014 and the General Obligation Bonds (Alternate Revenue Source), Series 2015 of Community College District No. 504, County of Cook and State of Illinois.

Trustee _____ moved and Trustee _____ seconded the motion that said resolution as presented be adopted.

After a full and complete discussion thereof, the Chairman directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees:

_____ voted AYE,

and the following Trustees:

_____ voted NAY.

Whereupon the Chairman declared the motion carried and said resolution adopted, and approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of the Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said Resolution was duly transacted at said meeting.

Upon motion duly made and seconded, the meeting was adjourned.

Secretary, Board of Trustees

A RESOLUTION abating all of the taxes heretofore levied for the year 2018 to pay debt service on the General Obligation Bonds (Alternate Revenue Source), Series 2014 and the General Obligation Bonds (Alternate Revenue Source), Series 2015 of Community College District No. 504, County of Cook and State of Illinois.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 504, County of Cook and State of Illinois (the “*District*”), by a resolution dated September 23, 2014, as supplemented by a Bond Order dated September 25, 2014 (together, the “*2014 Bond Resolution*”), has heretofore issued and has outstanding its General Obligation Bonds (Alternate Revenue Source), Series 2014 (the “*Series 2014 Bonds*”), and provided for the levy of a direct annual tax sufficient to pay the principal of and interest on the Series 2014 Bonds; and

WHEREAS, the Board, by such resolution dated September 23, 2014, as supplemented by a Bond Order dated October 27, 2014 (together, the “*2015 Bond Resolution*”), has heretofore issued and has outstanding its General Obligation Bonds (Alternate Revenue Source), Series 2015 (the “*Series 2015 Bonds*”), and provided for the levy of a direct annual tax sufficient to pay the principal of and interest on the Series 2015 Bonds; and

WHEREAS, duly certified copies of the 2014 Bond Resolution and the 2015 Bond Resolution were filed in the office of the County Clerk of Cook County, Illinois (the “*County Clerk*”); and

WHEREAS, the Board has determined and does hereby determine that the Pledged Revenues (as defined in the 2014 Bond Resolution and the 2015 Bond Resolution) are or will be available to pay the principal of and interest on the Series 2014 Bonds and the Series 2015 Bonds when due

on June 1, 2019 and December 1, 2019, so as to enable the abatement of the Pledged Taxes (as defined in the 2014 Bond Resolution and the 2015 Bond Resolution) levied for the same; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2018 pursuant to the 2014 Bond Resolution and the 2015 Bond Resolution for the purpose of paying principal of and interest on the Series 2014 Bonds and the Series 2015 Bonds be abated:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 504, COUNTY OF COOK AND STATE OF ILLINOIS, AS FOLLOWS:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and do incorporate them into this Resolution by this reference thereto.

Section 2. Abatement of Tax – Series 2014 Bonds. The tax heretofore levied for the year 2018 in the 2014 Bond Resolution shall be abated as follows:

YEAR OF LEVY	TAX LEVIED IN THE 2014 BOND RESOLUTION	TAX TO BE ABATED	TAX TO BE EXTENDED SUFFICIENT TO PRODUCE
2018	\$3,306,575.00	\$3,306,575.00	\$0.00

Section 3. Abatement of Tax – Series 2015 Bonds. The tax heretofore levied for the year 2017 in the 2015 Bond Resolution shall be abated as follows:

YEAR OF LEVY	TAX LEVIED IN THE 2015 BOND RESOLUTION	TAX TO BE ABATED	TAX TO BE EXTENDED SUFFICIENT TO PRODUCE
2018	\$327,810.00	\$327,810.00	\$0.00

Section 4. Filing of Resolution. Forthwith upon the adoption of this Resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerk, and it shall be the duty of the County Clerk to abate all said taxes for the year 2018 in accordance with the provisions of this Resolution.

Section 5. Repealer. All other resolutions or orders, or parts thereof, in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed, and this Resolution shall be in full force and effect forthwith and immediately upon its adoption.

Passed by the Board on December 18th, 2018, by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

**COMMUNITY COLLEGE
DISTRICT NO. 504, COUNTY OF
COOK AND STATE OF ILLINOIS**

By: _____
Chairman

APPROVED this 18th day of December, 2018.

Attest:

Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Clerk of Community College District No. 504, County of Cook and State of Illinois (the “*District*”), and as such officer I am the keeper of the books, records, files, and journal of proceedings of the District and of the Board of Trustees thereof (the “*Board*”).

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 18th day of December, 2018, insofar as same relates to the adoption of a resolution entitled:

A RESOLUTION abating all of the taxes heretofore levied for the year 2018 to pay debt service on the General Obligation Bonds (Alternate Revenue Source), Series 2014 and the General Obligation Bonds (Alternate Revenue Source), Series 2015 of Community College District No. 504, County of Cook and State of Illinois,

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Public Community College Act of the State of Illinois, as amended, and the Local Government Debt Reform Act of the State of Illinois, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the District, this 18th day of December, 2018.

Secretary, Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of Cook County, Illinois, and as such official I do further certify that on the ____ day of December, 2018, there was filed in my office a duly certified copy of a resolution entitled:

A RESOLUTION abating all of the taxes heretofore levied for the year 2018 to pay debt service on the General Obligation Bonds (Alternate Revenue Source), Series 2014 and the General Obligation Bonds (Alternate Revenue Source), Series 2015 of Community College District No. 504, County of Cook and State of Illinois,

duly passed and approved by the Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, on the 18th day of December, 2018, and that the same has been deposited in the official files and records of my office.

I do further certify that the taxes heretofore levied for the year 2018 for the payment of the District's outstanding General Obligation Bonds (Alternate Revenue Source), Series 2014 and General Obligation Bonds (Alternate Revenue Source), Series 2015, as described in the 2014 Bond Resolution and the 2015 Bond Resolution, will be abated in their entirety as provided in the Resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of December, 2018.

County Clerk of Cook County, Illinois

(SEAL)

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16225

SUBJECT: 2018 TAX LEVY

RECOMMENDATION: That the Board of Trustees approve the 2018 tax levy as presented. It has been determined that the amounts of money estimated to be necessary to be raised by taxation for the 2018 tax year upon the taxable property of Community College District 504 is \$27,512,551.

RATIONALE: This proposed aggregate levy of \$27,512,551 is \$9,043 less than the 2017 levy as extended by the Cook County Clerk of \$27,521,594. The tax levy will be used as a basis in the formation of the FY 2020 Budget and will provide the College with a portion of the financial resources necessary to support the educational plan for the current fiscal year. The proposed, estimated 2018 levy of \$27,512,551 represents no increase over the final 2017 aggregate levy.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes X No

Certificate of Tax Levy

Community College District No. 504 County of Cook

Community College District Name: Triton College and State of Illinois

We hereby certify that we require:

the sum of \$18,525,919 to be levied as a tax for educational purposes, and

the sum of \$ 5,362,326 to be levied as a tax for operations and maintenance purposes, and

the sum of \$ 2,522,465 to be levied as a special tax for purposes of the Local Government and Governmental Employees Tort Immunity Act, and

the sum of \$ 258,928 to be levied as a special tax for Workers' Compensation and Occupational diseases insurance purposes, and

the sum of \$ 359,159 to be levied as a special tax for Medicare insurance purposes, and

the sum of \$ 58,467 to be levied as a special tax for Unemployment insurance purposes, and

the sum of \$ 125,287 to be levied as a special tax for financial audit purposes, and

the sum of \$ 300,000 to be levied as a special tax for Life Safety Projects

on the taxable property of our community college district for the year 2018; and that these amounts be levied on the equalized assessed value of the taxable property of Community College District 504, County of Cook and State of Illinois, for the year 2018 to be collected in the year 2019; and that the levy for the year 2018 be allocated 50% for Fiscal Year 2019 and 50% for Fiscal Year 2020.

Signed this 18th day of December, 2018.

Mark Stephens
Board Chairman of Said Community College District

Diane Viverito
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk of each county in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution.

Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 0.

This certificate of tax levy shall be filed with the county clerk of each county which any part of the community college district is located on or before the last Tuesday in December.

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 504 County of Cook and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2018 was filed in the Office of the County Clerk of this county on _____, 2018.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension (s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, approved in the original resolutions(s), for said purpose for year 2018 is \$-0-.

County Clerk

County

Date

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16226

SUBJECT: CERTIFICATION OF COMPLIANCE WITH TRUTH IN TAXATION ACT

RECOMMENDATION: It is recommended that the Board of Trustees approve the attached Certification of Compliance with the Truth in Taxation Act.

RATIONALE: The 2018 Tax Levy has been adopted in full compliance with the provisions of Division 2.1, Sections 18-101.1 through 18-101.45 of the Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes No

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, Mark R. Stephens, hereby certify that I am the Chairman and the presiding officer of the Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, and as such presiding officer, I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85.

This Certificate applies to the 2018 Levy.

Dated this 18th day of December, 2018.

Mark R. Stephens, Chairman
Board of Trustees
Community College District No. 504
County of Cook and State of Illinois

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16227

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.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes No X

**PROPOSED BUDGET TRANSFERS - FY 2019
FOR THE PERIOD 11/1/18 to 11/30/18**

FROM		
ID#	AREA	ACCT #
EDUCATION FUND		
1	Dean, of Business & Tech	01-20801020-580600005

TO		
AREA	ACCT #	AMOUNT
Dean, of Business & Tech	01-20801020-540900505	\$ 6,062.00
TOTAL EDUCATION FUND		\$ 6,062.00

FROM		
ID#	AREA	ACCT #
AUXILIARY FUND		
2	Men's Soccer	05-60401020-550200005
3	Men's Soccer	05-60401020-550300005
4	Women's Soccer	05-60401035-550200005
5	Women's Soccer	05-60401035-550300005

TO		
AREA	ACCT #	AMOUNT
Men's Soccer	05-60401020-530900010	\$ 60.00
Men's Soccer	05-60401020-530900010	650.00
Men's Soccer	05-60401020-530900010	390.00
Men's Soccer	05-60401020-530900010	420.00
TOTAL AUXILIARY FUND		\$ 1,520.00

FROM		
ID#	AREA	ACCT #
RESTRICTED FUND		
6	Chicago Foundation Women Grant	06-10305007-510200005
7	ICCB Innovative Bridge	06-20205002-510200005
8	ICCB Innovative Bridge	06-20205002-510200005
9	Student Support Services	06-30200525-530900010
10	Student Support Services	06-30200525-540200005
11	Student Support Services	06-30200525-540200010
12	Student Support Services	06-30200525-550100005
13	Student Support Services	06-30200525-550200005
14	Student Support Services	06-30200525-550300005

TO		
AREA	ACCT #	AMOUNT
Chicago Foundation Women Grant	06-10305007-550100005	\$ 1,000.00
ICCB Innovative Bridge	06-20205002-550100010	800.00
ICCB Innovative Bridge	06-20205002-550300005	9,400.00
DOE SSS-STUDENT SUPPORT	06-30205001-510600010	1,000.00
DOE SSS-STUDENT SUPPORT	06-30205001-510600010	459.16
DOE SSS-STUDENT SUPPORT	06-30205001-510600010	403.35
DOE SSS-STUDENT SUPPORT	06-30205001-510600010	2,055.05
DOE SSS-STUDENT SUPPORT	06-30205001-510600010	1,078.48
DOE SSS-STUDENT SUPPORT	06-30205001-510600010	4,525.00
TOTAL RESTRICTED FUND		\$ 20,721.04

TOTAL PROPOSED BUDGET TRANSFERS **\$ 28,303.04**

Budget Transfer Form

Dollar Amount

\$6062

From what Budget Account

01 - 20801020 - 58060005

Object Code Description

Dean of B&T: Equipment >5k

To what Budget Account

01 - 20801020 - 540900505

Dean of B&T: Other Materials and Supplies

Is this a Grant?

Yes No

Grant Accountant?

Include Attachment?

Rationale

The transfer of remaining funds from the Dean of Business and Technology: Equipment >5k to Dean of Business and Technology: Other Materials and Supplies is requested as outlined below.

The funds are needed to purchase stools for the Hospitality Baking lab and supplies for the Horticulture department since a redesign of the HRT 125 class to meet the IAI transfer guidelines required resources that were not planned for in the initial departmental budget.

There are not anticipated needs for the funds in the current budget line through the end of the academic year.

Required Signatures

Requestor

DocuSigned by:
Henry Boleleke 11/5/2018

Cost Center Manager

DocuSigned by:
Henry Boleleke 11/5/2018

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:
Garrick Abeghian 11/13/2018

Area Vice President

DocuSigned by:
Delra Baker 11/13/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: [Signature] 11/20/18

Entered by: B4053 DS 11/20/18

Budget Transfer Form

Dollar Amount \$60.00

From what Budget Account 05 60401020 550200005 **Object Code Description** Men's Soccer In-State Travel

To what Budget Account 05 60401020 530900010 **Object Code Description** Men's Soccer Other Contractual

Is this a Grant? Yes No **Include Attachment?** Yes No

Grant Accountant?

Rationale

The men's soccer season is over and funds in In-Sate travel are no longer needed.

More funds are needed in Men's Soccer Other Contractual to pay for the Region IV play-off games that were played here and the soccer assigner's fees for the year.

Required Signatures

Requestor DocuSigned by: Harry McGinnis 11/21/2018

Cost Center Manager DocuSigned by: Harry McGinnis 11/21/2018

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President DocuSigned by: Garrick Abuzetian 11/27/2018

Area Vice President DocuSigned by: Sean Sullivan 11/27/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____ *MS*

AVP of Finance: _____ *Q*

VP of Business Services: *[Signature]* 11/28/18

Entered by: B4058 DS 11/28/18

Budget Transfer Form

Dollar Amount \$650.00

From what Budget Account 05 60401020 550300005 **Object Code Description** Men's Soccer Out-of-State Travel

To what Budget Account 05 60401020 530900010 Men's Soccer Other Contractual

Is this a Grant? Yes No Include Attachment? Yes No

Grant Accountant?

Rationale

The men's soccer season is over and the funds in out-of-state travel are no longer needed.
 More funds are needed in men's soccer other contractual to pay officials for the two Region IV play-off games that were played here and the soccer assigner's fee for the season.

Required Signatures

Requestor DocuSigned by: Harry McGinnis 11/21/2018

Cost Center Manager DocuSigned by: Harry McGinnis 11/21/2018

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President DocuSigned by: Garrick Abeytuan 11/27/2018

Area Vice President DocuSigned by: Sean Sullivan 11/27/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: [Signature] 11/28/18

Entered by: B4055 DS 11/28/18

Budget Transfer Form

Dollar Amount

\$390.00

Object Code Description

From what Budget Account

05 - 60401035 - 550200005

Women's soccer in-state travel

To what Budget Account

05 - 60401020 - 530900010

Men's Soccer Other Contractual

Is this a Grant?
Grant Accountant?

Yes No
() (X)

Include Attachment? () (X)

Rationale

The women's soccer season is over therefore and funds in the in-state travel are no longer needed.
More funds are needed in mens; soccer other contractual to pay for officials for the two Region IV play-off games that were played here and the soccer assigner's fees for the season.

Required Signatures

Requestor

DocuSigned by:
Harry McGinnis 11/21/2018

Cost Center Manager

DocuSigned by:
Harry McGinnis 11/21/2018

Associate Dean (If Applicable)

Dean (If Applicable)

Associate Vice President

DocuSigned by:
Garrick Anzietian 11/27/2018

Area Vice President

DocuSigned by:
Sean Sullivan 11/27/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: MM

AVP of Finance: Q

VP of Business Services: [Signature] 11/20/18

Entered by: B#05705.11/28/18

Budget Transfer Form

Dollar Amount \$420.00

From what Budget Account 05 - 60401035 - 550300005

Object Code Description
women's Soccer Out-of-State Travel

To what Budget Account 05 - 60401020 - 530900010

Men's Soccer Other Contractual

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

Include Attachment? Yes [] No [X]

Rationale

The women's soccer season is over and funds in out-of-state travel are no longer needed.

More funds are needed in men's soccer other contractual to pay officials for the two Region IV play-off games that were played here and the soccer assigner's fees for the season.

Required Signatures

Requestor DocuSigned by: Harry McGinnis 11/21/2018

Cost Center Manager DocuSigned by: Harry McGinnis 11/21/2018

Associate Dean (If Applicable) _____

Dean (If Applicable) _____

Associate Vice President DocuSigned by: Garrick Almyetian 11/27/2018

Area Vice President DocuSigned by: Sean Sullivan 11/27/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: _____

Asst. Director of Finance _____

Exec. Director of Finance: _____

AVP of Finance: _____

VP of Business Services: [Signature] 11/28/18

Entered by: B4056 DS 11/28/18

Budget Transfer Form

Dollar Amount \$1,000

From what Budget Account 06 - 10305007 - 510200005 Chicago Foundation Women Grant: Professional/Tech - Full-Time

To what Budget Account 06 - 10305007 - 550100005 Chicago Foundation Women Grant: Meeting Expense

Is this a Grant? Yes No

Grant Accountant? Susan Zefeldt Include Attachment? Yes No

Rationale

Transfer from Chicago Foundation Women Grant : Professional/Tech - Full-Time to Chicago Foundation Women Grant : Meeting Expense is need to open a meeting expense account to pay for various women of SURGE meetings. Upon being approved for the grant there was no meeting expense line item. There is enough money in the Chicago Foundation Women Grant : Professional/Tech - Full-Time account to cover the remainder of the Fiscal Year.

This is an allowable transfer under the Chicago Foundation for Women Grant.

Required Signatures

Requestor Adetokunbo Earl Faloki 11/6/2018

Cost Center Manager Adetokunbo Earl Faloki 11/6/2018

Associate Dean (If Applicable)

Dean (If Applicable) Debbie Baness-king 11/6/2018

Associate Vice President Debbie Baness-king 11/6/2018

Area Vice President Debra Baker 11/9/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature] 11/27/18

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

AVP of Finance: [Signature]

VP of Business Services: [Signature] 11/28/18

Entered by: B4061 DS 11/28/18

Budget Transfer Form

Dollar Amount \$ 800.00

From what Budget Account 06 - 20205002 - 510200005 Object Code Description Professional/Tech - Full-Time

To what Budget Account 06 - 20205002 - 550100010 Meeting Expense-Prof Dev

Is this a Grant? Yes No

Grant Accountant? susan zefeldt Include Attachment? Yes No

Rationale

Please transfer \$800 from Professional/Tech - Full-Time into Meeting Expense-Prof Dev. Funds are needed to cover conference registration fees for staff members who will be attending national conferences related to College Transitions to increase their skills to serve students transition to college or career.

The Professional/Tech - Full-Time budget has over \$70,000 funds available which includes salary and fringe for a 14 month salary. Due to the delay in process of hiring a full-time coordinator, only 9 months of salary and fringe will be needed. Every week that we do not have a full-time coordinator, we are under spending on the Professional/Tech - Full-Time line by \$1000. We are in week 24, which means there is an excess of \$24,000 in this line.

Budget amendment reviewed by the Grants Development Office and submitted to Sarah Robinson. Travel is an allowable activity under the guidelines of the ICCB Innovative Bridge & Transitions grant.

This is an allowable transfer under the guidelines of the Innovative Bridge Transitions Grant

Required Signatures

Requestor Sandra Hernandez 10/17/2018

Cost Center Manager Jacqueline Lynch 10/22/2018

Associate Dean (If Applicable) _____

Dean (If Applicable) Jacqueline Lynch 10/22/2018

Associate Vice President Garnick Abeglian 10/29/2018

Area Vice President Debra Baker 10/29/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature] 10/30/18

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

AVP of Finance: [Signature]

VP of Business Services: [Signature] 11/6/18

Entered by: B4041 DS 11/7/18

Budget Transfer Form

Dollar Amount \$9,400.00

From what Budget Account 06 - 20205002 - 510200005 **Object Code Description** Professional/Tech - Full-Time

To what Budget Account 06 - 20205002 - 550300005 **Object Code Description** Travel - Out Of State

Is this a Grant? Yes No **Include Attachment?** Yes No

Grant Accountant? Susan Zefeldt

Rationale

Please transfer \$9,400 from Professional/Tech - Full-Time into Travel - Out Of State. Funds are needed to cover travel costs and expenses for staff members who will be attending national conferences related to college Transitions to increase their skills to serve students transitioning to college or career.

The Professional/Tech - Full-Time budget has over \$70,000 funds available which includes salary and fringe for a 14 month salary. Due to the delay in process of hiring a full-time coordinator, only 9 months of salary and fringe will be needed. Every week that we do not have a full-time coordinator, we are under spending on the Professional/Tech - Full-Time line by \$1000. We are in week 24, which means there is an excess of \$24,000 in this line.

Budget amendment reviewed by Grants Development Office and submitted to Sarah Robinson. Travel is an allowable activity under the guidelines of the ICCB Innovative Bridge & Transitions grant.

This is an allowable transfer under the guidelines of the Innovative Bridge Transitions Grant

Required Signatures

Requestor Sandra Hernandez 10/17/2018

Cost Center Manager Jacqueline Lynch 10/17/2018

Associate Dean (If Applicable) _____

Dean (If Applicable) Jacqueline Lynch 10/18/2018

Associate Vice President Garrick Abeytjian 10/29/2018

Area Vice President Delra Baker 10/29/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature] 10/30/18

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

AVP of Finance: [Signature]

VP of Business Services: [Signature] 11/6/18

Entered by: B4040 DS 11/7/18

Budget Transfer Form

Dollar Amount

\$1000

Object Code Description

From what Budget Account

06 - 30200525 - 530900010

SSS Contractual

To what Budget Account

06 - 30205001 - 510600010

DOE SSS Part-time Clerical

Is this a Grant? Yes No
 Grant Accountant? Gerardo Porras-Nava Yes No Include Attachment?

Rationale

The SSS TRIO project is charged with supporting low income, first generation and disabled students. There are carry forward funds available within the project year #3 budget that need to be reallocated to the new project year 4 cost center.

A significant institution wage increase occurred for all hourly staff which has impacted the budget considerably. Therefore, we are transferring carry forward funds to cover the salary gap created by the hourly salary increase.

This contribution is being made to sustain the human resources necessary to support the increase in participants.

This transfer of carry forward funds has been approved and is allowed by the Project Program Officer at the U.S. Department.

Required Signatures

Requestor

DocuSigned by: Denise Jones 10/22/2018

Cost Center Manager

DocuSigned by: Denise Jones 10/22/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by: Debbie Baness King 10/25/2018

Associate Vice President

DocuSigned by: Debbie Baness King 10/25/2018

Area Vice President

DocuSigned by: Debra Baker 10/25/2018

BUSINESS OFFICE APPROVALS

Grant Accountant:

Asst. Director of Finance

Exec. Director of Finance:

AVP of Finance:

VP of Business Services:

[Handwritten signatures and dates for Business Office Approvals]

Entered by: B4044DS 11/7/18

Budget Transfer Form

Dollar Amount

\$2055.05

Object Code Description

From what Budget Account

06 - 30200525 - 550100005

SSS Meeting Expense

To what Budget Account

06 - 30205001 - 510600010

DOE SSS Part-Time Clerical

Is this a Grant? Yes No
 Grant Accountant? Gerardo Porras-Nava
 Include Attachment? Yes No

Rationale

The SSS TRIO project is charged with supporting low income, first generation and disabled students. There are carry forward funds available within the project year #3 budget that need to be reallocated to the new project year 4 cost center.

A significant institution wage increase occurred for all hourly staff which has impacted the budget considerably. Therefore, we are transferring carry forward funds from year 3 to year 4 to cover the salary gap created by the hourly salary increase. Peer mentors are essential to the success of our program.

This contribution is being made to sustain the human resources necessary to support the increase in participants.

This transfer of carry forward funds has been approved and is allowed by the project Program Officer at the U.S. Department of Education.

Required Signatures

Requestor

DocuSigned by: Denise Jones 10/22/2018

Cost Center Manager

DocuSigned by: Denise Jones 10/22/2018

Associate Dean (If Applicable)

Dean (If Applicable)

DocuSigned by: [Signature] 10/22/2018

Associate Vice President

DocuSigned by: [Signature] 10/22/2018

Area Vice President

DocuSigned by: Debra Baker 10/23/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

AVP of Finance: [Signature]

VP of Business Services: [Signature] 11/7/18

Entered by: B4047 DS 11/7/18

Budget Transfer Form

Dollar Amount \$1,078.48

From what Budget Account 06 - 30200525 - 55020005 **Object Code Description** SSS In State Travel

To what Budget Account 06 - 30205001 - 510600010 **Object Code Description** DOE SSS Part-Time Clerical

Is this a Grant? Yes No
Include Attachment?
 Grant Accountant? Gerardo Porras-Nava

Rationale

The SSS TRIO project is charged with supporting low income, first generation and disabled students. There are carry forward funds available within the project year #3 budget that need to be reallocated to the new project year 4 cost center.

A significant institution wage increase occurred for all hourly staff which has impacted the budget considerably. Therefore, we are transferring carry forward funds from year 3 to year 4 to cover the salary gap created by the hourly salary increase. Peer mentors are essential to the success of our program.

This contribution is being made to sustain the human resources necessary to support the increase in participants.

This is an allowable transfer under the grant guidelines.

Required Signatures

Requestor Denise Jones 10/22/2018

Cost Center Manager Denise Jones 10/22/2018

Associate Dean (If Applicable) _____

Dean (If Applicable) [Signature] 10/22/2018

Associate Vice President [Signature] 10/22/2018

Area Vice President Debra Baker 10/23/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance [Signature]

Exec. Director of Finance: [Signature]

AVP of Finance: [Signature]

VP of Business Services: [Signature] 11/2/18

Entered by: B4048DS 11/7/18

Budget Transfer Form

Dollar Amount \$4525.00

From what Budget Account	<u>06</u> - <u>30200525</u> - <u>550300005</u>	Object Code Description	<u>SSS Out of State Travel</u>
To what Budget Account	<u>06</u> - <u>30205001</u> - <u>510600010</u>		<u>DOE SSS Part-Time Clerical</u>

	Yes	No		Yes	No
<input checked="" type="checkbox"/> Is this a Grant?	(X)	()		()	(X)
<input checked="" type="checkbox"/> Grant Accountant?			Grant Accountant?		
			Gerardo Porras-Nava		

Rationale

The SSS TRIO project is charged with supporting low income, first generation and disabled students. There are carry forward funds available within the project year #3 budget that need to be reallocated to the new project year 4 cost center.

A significant institution wage increase occurred for all hourly staff which has impacted the budget considerably. Therefore, we are transferring carry forward funds from year 3 to year 4 to cover the salary gap created by the hourly salary increase. Peer mentors are essential to the success of our program.

This contribution is being made to sustain the human resources necessary to support the increase in participants.

This transfer of carry forward funds has been approved and is allowed by the Project Program Officer at the U.S. Department of Education.

Required Signatures

Requestor	<small>DocuSigned by:</small> <u>Denise Jones</u>	10/22/2018
Cost Center Manager	<small>DocuSigned by:</small> <u>Denise Jones</u>	10/22/2018
Associate Dean (If Applicable)	_____	
Dean (If Applicable)	<small>DocuSigned by:</small> <u>[Signature]</u>	10/22/2018
Associate Vice President	<small>DocuSigned by:</small> <u>[Signature]</u>	10/22/2018
Area Vice President	<small>DocuSigned by:</small> <u>Debra Baker</u>	10/23/2018

BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: _____

Exec. Director of Finance: _____

AVP of Finance: [Signature]

VP of Business Services: [Signature] 11/7/18

Entered by: B4049 DS 11/7/18

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16228

SUBJECT: PREVAILING WAGE RESOLUTION 2018-19

RECOMMENDATION: That the Board of Trustees approve and accept the attached resolution in compliance with the Prevailing Wage Act.

RATIONALE: The Prevailing Wage Act requires that the College include in its bids for services, a statement that contractors must pay wages established as “prevailing” by the Illinois Department of Labor. The law applies only to contractors and does not apply to Triton College employees. Triton College will adhere to the current rates, released December 7, 2018 and remain compliant with Illinois law.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes X No

RESOLUTION NO. 16228

**A RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR
LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC
WORKS OF COMMUNITY COLLEGE DISTRICT NO. 504
TRITON COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS**

WHEREAS the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, being 820 ILCS 130/1 et seq. (1993); formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, the aforesaid Act requires that the Board of Trustees of Community College District 504 investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said Community College District employed in performing construction of public works for said Community College District;

WHEREAS, Section 4 of the Act provides that the Board may rely upon determinations made by the Illinois Department of Labor as to such prevailing wage rates.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 504, COUNTY OF COOK, STATE OF
ILLINOIS, AS FOLLOWS:**

Section 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County,

City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general current prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under jurisdiction of this District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County area and as may be determined by the Department of Labor of the State of Illinois as of November 30, 2018, copies of such determinations being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by Community College District 504. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of this District to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available, for inspection by any interested party in the main office of this District, this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination, state the particular rates and the particular class of workmen whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State, Index Division and the Department of Labor of the State of Illinois.

Section 6: Within thirty (30) days after the filing of a certified copy of this Resolution with the Secretary of State, the Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area, a copy of this Resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Section 7: This Resolution shall be in full force and effect upon its passage and approval as required by law.

Passed by the Board of Trustees of Triton College, this 18th day of December, 2018, on the Motion of Trustee_____ and the second by Trustee_____

and the following roll call vote:

AYES:_____

NAYS:_____

ABSENT:_____

APPROVED BY ME THIS 18th DAY OF DECEMBER, 2018.

MARK R. STEPHENS
Chairman of the Board

ATTEST:

DIANE VIVERITO
BOARD SECRETARY

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATE

I, Diane Viverito, do hereby certify that I am the Secretary for the Board of Trustees, Community College District 504, (Triton College) County of Cook, State of Illinois; that the foregoing is a true and correct copy of a Resolution duly passed by the Board of Trustees of Community College District No. 504 entitled: "**A RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT NO. 504, TRITON COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS,**" at a regular meeting held on the 18th day of December, 2018, the Resolution being a part of the official records of said Community College District No. 504.

DATE: This 18th Day of December, 2018.

Diane Viverito
Secretary, Board of Trustees,
Community College District No. 504,
Triton College, County of Cook,
State of Illinois

Effective Date	County	Trade Title	Region	Type	Base Wage	Foreman Wage
10/26/2018	Cook	ASBESTOS ABT-GEN	All	ALL	\$ 42.72	\$ 43.72
11/5/2018	Cook	ASBESTOS ABT-MEC	All	BLD	\$ 37.88	\$ 40.38
8/15/2018	Cook	BOILERMAKER	All	BLD	\$ 49.46	\$ 53.91
11/16/2018	Cook	BRICK MASON	All	BLD	\$ 46.19	\$ 50.81
8/15/2018	Cook	CARPENTER	All	ALL	\$ 47.35	\$ 49.35
8/15/2018	Cook	CEMENT MASON	All	ALL	\$ 45.25	\$ 47.25
11/16/2018	Cook	CERAMIC TILE FNSHER	All	BLD	\$ 39.56	\$ 39.56
8/15/2018	Cook	COMM. ELECT.	All	BLD	\$ 43.96	\$ 46.76
8/15/2018	Cook	ELECTRIC PWR EQMT OP	All	ALL	\$ 51.90	\$ 56.90
10/26/2018	Cook	ELECTRIC PWR GRNDMAN	All	ALL	\$ 40.48	\$ 56.90
11/16/2018	Cook	ELECTRIC PWR LINEMAN	All	ALL	\$ 51.90	\$ 56.90
8/15/2018	Cook	ELECTRICIAN	All	ALL	\$ 48.35	\$ 51.35
8/15/2018	Cook	ELEVATOR CONSTRUCTOR	All	BLD	\$ 54.85	
8/15/2018	Cook	FENCE ERECTOR	All	ALL	\$ 40.88	\$ 42.88
8/15/2018	Cook	GLAZIER	All	BLD	\$ 43.85	\$ 45.35
8/15/2018	Cook	HT/FROST INSULATOR	All	BLD	\$ 50.50	\$ 53.00
8/15/2018	Cook	IRON WORKER	All	ALL	\$ 48.33	\$ 51.83
11/30/2018	Cook	LABORER	All	ALL	\$ 42.72	\$ 43.47
8/15/2018	Cook	LATHER	All	ALL	\$ 47.35	\$ 49.35
8/15/2018	Cook	MACHINIST	All	BLD	\$ 48.38	\$ 50.88
8/15/2018	Cook	MARBLE FINISHERS	All	ALL	\$ 34.65	\$ 47.70
8/15/2018	Cook	MARBLE MASON	All	BLD	\$ 45.43	\$ 49.97
11/23/2018	Cook	MATERIAL TESTER I	All	ALL	\$ 32.72	\$ 32.72
8/15/2018	Cook	MATERIALS TESTER II	All	ALL	\$ 40.37	
8/15/2018	Cook	MILLWRIGHT	All	ALL	\$ 46.35	\$ 48.35
11/9/2018	Cook	OPERATING ENGINEER	All	BLD	\$ 51.10	\$ 55.10
10/26/2018	Cook	OPERATING ENGINEER	All	BLD	\$ 49.80	\$ 55.10
10/26/2018	Cook	OPERATING ENGINEER	All	BLD	\$ 47.25	\$ 55.10
10/26/2018	Cook	OPERATING ENGINEER	All	BLD	\$ 45.50	\$ 55.10
8/15/2018	Cook	OPERATING ENGINEER	All	BLD	\$ 54.85	\$ 55.10
8/15/2018	Cook	OPERATING ENGINEER	All	BLD	\$ 53.10	
8/15/2018	Cook	OPERATING ENGINEER	All	BLD	\$ 54.10	\$ 55.10
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	\$ 57.05	\$ 57.05
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	\$ 55.55	\$ 57.05
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	\$ 49.45	\$ 57.05
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	\$ 41.10	\$ 57.05
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	\$ 58.55	\$ 57.05
8/15/2018	Cook	OPERATING ENGINEER	All	FLT	\$ 38.00	\$ 57.05
11/5/2018	Cook	OPERATING ENGINEER	All	HWY	\$ 49.30	\$ 53.30
11/9/2018	Cook	OPERATING ENGINEER	All	HWY	\$ 48.75	\$ 53.30
10/26/2018	Cook	OPERATING ENGINEER	All	HWY	\$ 46.70	\$ 53.30
8/15/2018	Cook	OPERATING ENGINEER	All	HWY	\$ 51.20	
10/26/2018	Cook	OPERATING ENGINEER	All	HWY	\$ 44.10	\$ 53.30
11/9/2018	Cook	OPERATING ENGINEER	All	HWY	\$ 52.30	\$ 53.30
11/9/2018	Cook	OPERATING ENGINEER	All	HWY	\$ 50.30	\$ 53.30

Effective Date	County	Trade Title	Region	Type	Base Wage	Foreman Wage
8/15/2018	Cook	ORNAMNTL IRON WORKER	All	ALL	\$ 48.05	\$ 50.55
11/16/2018	Cook	PAINTER	All	ALL	\$ 46.55	\$ 52.36
8/15/2018	Cook	PAINTER SIGNS	All	BLD	\$ 39.24	\$ -
8/15/2018	Cook	PILEDRIVER	All	ALL	\$ 47.35	\$ 49.35
11/16/2018	Cook	PIPEFITTER	All	BLD	\$ 48.50	\$ 51.50
8/15/2018	Cook	PLASTERER	All	BLD	\$ 43.25	\$ 45.85
10/26/2018	Cook	PLUMBER	All	BLD	\$ 50.25	\$ 53.25
8/15/2018	Cook	ROOFER	All	BLD	\$ 43.65	\$ 47.65
8/15/2018	Cook	SHEETMETAL WORKER	All	BLD	\$ 44.25	\$ 47.79
8/15/2018	Cook	SIGN HANGER	All	BLD	\$ 31.31	
8/15/2018	Cook	SPRINKLER FITTER	All	BLD	\$ 48.10	\$ 50.60
8/15/2018	Cook	STEEL ERECTOR	ALL	ALL	\$ 42.07	\$ 44.07
8/15/2018	Cook	STONE MASON	All	BLD	\$ 46.19	\$ 50.81
11/16/2018	Cook	TERRAZZO FINISHER	All	BLD	\$ 41.54	\$ 44.54
11/16/2018	Cook	TERRAZZO MASON	All	BLD	\$ 45.38	\$ 48.38
11/16/2018	Cook	TILE MASON	All	BLD	\$ 46.49	\$ 50.49
8/15/2018	Cook	TRAFFIC SAFETY WRKR	All	HWY	\$ 37.00	\$ 38.60
8/15/2018	Cook	TRUCK DRIVER	E	ALL	\$ 35.60	
8/15/2018	Cook	TRUCK DRIVER	E	ALL	\$ 36.70	\$ 37.10
8/15/2018	Cook	TRUCK DRIVER	E	ALL	\$ 36.90	
8/15/2018	Cook	TRUCK DRIVER	E	ALL	\$ 37.10	
8/15/2018	Cook	TRUCK DRIVER	W	ALL	\$ 37.69	
8/15/2018	Cook	TRUCK DRIVER	W	ALL	\$ 36.13	
8/15/2018	Cook	TRUCK DRIVER	W	ALL	\$ 40.34	
8/15/2018	Cook	TRUCK DRIVER	W	ALL	\$ 38.16	
10/26/2018	Cook	TUCKPOINTER	All	BLD	\$ 46.00	\$ 48.00

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16229

**SUBJECT: SHARED DATA AGREEMENT BETWEEN ILLINOIS DEPARTMENT OF
EMPLOYMENT SECURITY (IDES) AND TRITON COLLEGE
(SUBCONTRACTOR)**

RECOMMENDATION: That the Board of Trustees approve a “Shared Data Agreement and a Policy Statement” with the Illinois Department of Employment Security (IDES) for the purpose of obtaining access to employment data of Triton College graduates provided through the Career Outcomes Tool of the Illinois Community College Board (ICCB). This Agreement shall continue through June 30, 2020. There is no cost to the College associated with this Agreement.

RATIONALE: The Illinois Community College Board (ICCB) has informed the College that this Agreement and Policy Statement are part of the requirements of the Interagency Data Sharing and Use Agreement (ICCB entered with IDES), are required for Triton College to have access to micro level data on graduates through the Career Outcome Tool.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

Mark R. Stephens **Diane Viverito** **Date**
Chairman **Secretary**

Related forms requiring signature: Yes X No ___

**SHARED DATA AGREEMENT (WITH SUBCONTRACTOR) (19-SDA-73)
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

This Agreement is by and among the **Illinois Department of Employment Security (“IDES”)** and the **Illinois Community College Board (“RECIPIENT”)** and each entity listed in Attachment A (“**SUBCONTRACTOR**”). IDES, RECIPIENT and SUBCONTRACTOR are collectively referred to as the “Parties” and individually as a “Party”. This Agreement shall become effective and binding with respect to each Party on the date of the Party’s signature below.

The purpose of this Agreement is to meet the of Attachment G (the Career Outcomes Tool Interagency Data Share and Use Agreement executed on January 11, 2018, known hereafter as “COT Agreement”) and establish and implement the conditions and procedures that will govern the sharing of data between IDES and RECIPIENT and SUBCONTRACTOR, consistent with federal regulations pertaining to recipients of unemployment information (20 CFR 603); the confidentiality requirements of the Illinois Unemployment Insurance Act (820 ILCS 405/1900); the Illinois Identity Protection Act (5 ILCS 179); the Illinois Personal Information Protection Act (815 ILCS 530); and the Illinois Data Processing Confidentiality Act (30 ILCS 585), all incorporated by reference herein.

The PARTIES agree as follows:

- A. Pursuant to Exhibit B of the COT Agreement, IDES and its authorized contractors, subcontractors, or agents shall only provide de-identified matched graduate micro-data as part of this Agreement to RECIPIENT and SUBCONTRACTOR. De-identified microdata shall not be used by the RECIPIENT and SUBCONTRACTOR to determine “individually identifiable information”, also known as “personally identifiable information”. Personally identifiable information shall mean information or data that can be used, on its own or in context, to identify a particular individual or employer. Further, “individually identifiable information” includes, but not limited to the following: (a) a first and last name; (b) a home or other physical address, including street name and name of a city, town, or county; (c) an e-mail address; (d) a telephone number; (e) a social security, employer identification, or student identification number; or (f) individual test scores. Each SUBCONTRACTOR will only be provided information on student graduates from its own institution(s).

TERMS AND CONDITIONS FOR RECIPIENT AND SUBCONTRACTOR

I. GENERAL

- 1) RECIPIENT affirms and acknowledges that it is an agency of this State, as defined by Section 1-20 of the Illinois Administrative Procedure Act [5 ILCS 100/1-1, *et seq.*] or of any other State, a local government of this State, as defined by Section 3(a) of the State Mandates Act [30 ILCS 805/1, *et seq.*] or an agency of the federal government, as defined by 5 USC 551(1) and 5 USC 552(f).

- 2) RECIPIENT and SUBCONTRACTOR affirm and acknowledge that SUBCONTRACTOR is an agent or contractor of RECIPIENT. Attachment A contains the current relevant contact information of each Subcontractor. Each SUBCONTRACTOR shall notify IDES and the RECIPIENT of any change to SUBCONTRACTOR's contact information or contact person within five (5) business days of such a change. SUBCONTRACTOR acknowledges that failure to notify IDES of any changes within the specified timeframe constitutes a breach of this Agreement and may subject the violating SUBCONTRACTOR to the consequences set forth in Section VI.
- 3) Attachment E contains the current relevant contact information of RECIPIENT. RECIPIENT shall notify IDES of any change to RECIPIENT's contact information or contact person within five (5) business days of such a change. RECIPIENT acknowledges that failure to notify IDES of any changes within the specified timeframe constitutes a breach of this Agreement and may subject RECIPIENT to the consequences set forth in Section VI.
- 4) Attachment B, incorporated herein, sets forth the specifications of this Agreement, including a description of the specific data requested, an explanation of how the data will be used, the means by which the data will be provided, the frequency of data transmissions, the number and names of RECIPIENT's and SUBCONTRACTOR's staff who may have access to the data, the location(s) at which the data will be used, and the legal authority for obtaining access to the data. Notwithstanding any request or specification to the contrary, IDES will only provide the requested data in a secure, automated fashion. IDES will not provide the requested data on paper, compact disc, or other similar media.

II. COSTS

- 5) In exchange for IDES's provision of the shared data, and in accordance with 20 CFR 603.8, RECIPIENT agrees to timely pay all costs associated with the processing and handling of RECIPIENT's request for such data. This includes, but is not limited to, the costs associated with monitoring RECIPIENT's and SUBCONTRACTOR's compliance with this Agreement. Prior to the initiation of this contract, IDES provided RECIPIENT with an estimate of costs, incorporated as Attachment C. RECIPIENT acknowledges that IDES provided this estimate based on the information available and that IDES retains the right to modify the amount due based on the actual costs associated with disclosing the shared data. In the event of a revision to the costs identified in Attachment C, IDES will present to RECIPIENT a revised Attachment C. If RECIPIENT continues to access data after receiving the revised Attachment C, RECIPIENT will be presented with an itemized bill or expenditure report and RECIPIENT agrees to pay, on demand, the full costs associated with producing the shared data as long as RECIPIENT continues to have access to the database.

III. CONFIDENTIALITY AND SAFEGUARDS

- 6) All information obtained by IDES from an individual or employing unit during the administration of the Illinois Unemployment Insurance Act is confidential. As such, the records and information provided by IDES to RECIPIENT or SUBCONTRACTOR are confidential and must be protected from unauthorized use and disclosure. RECIPIENT and

SUBCONTRACTOR agree to comply with the policy statement on the protection of social security numbers, set forth in Attachment F incorporated by reference herein.

- 7) RECIPIENT and SUBCONTRACTOR agree that they will only use the shared data for the specific purposes described in this Agreement. Any other dissemination or use of the shared data without the express written authority of the IDES Director is specifically prohibited.
- 8) Authority to request, receive, or obtain the information set forth in this Agreement is restricted to the individuals listed in Attachment D, all of whom are officials or employees of RECIPIENT and SUBCONTRACTOR with a need to access such information for the purposes described in this Agreement. RECIPIENT agrees to restrict access to the shared data to these individuals.
- 9) RECIPIENT and SUBCONTRACTOR agree to store the shared data in a place physically secure from access by individuals other than those listed in Attachment D.
- 10) RECIPIENT and SUBCONTRACTOR agree to store and process shared data maintained in electronic format, such as magnetic tapes or discs, in such a way that it cannot be obtained by any means by individuals other than those listed in Attachment D.
- 11) RECIPIENT and SUBCONTRACTOR agree to take the necessary precautions to ensure that only the individuals listed in Attachment D are given access to the shared data stored in computer systems.
- 12) Any online access to IDES information shall be controlled by RACFtm [Resource Access Control Facility]. IDES will provide authorized users with individual unique RACF User IDs. Individuals accessing IDES data through on-line screens protected by RACF, must use their own unique RACF User ID. Common or shared IDs are expressly prohibited and any attempt to access this data using another individual's RACF User ID, or a common or shared RACF User ID, is unauthorized and may subject the user to the consequences set forth in Section VI.
- 13) RECIPIENT and SUBCONTRACTOR agree to secure the shared data received pursuant to this Agreement and further agree that such data are the property of and shall be disposed of in the manner directed by IDES. Data received pursuant to this Agreement shall be disposed of after the purpose of the Agreement is served. Disposal means the return of the data to IDES or destruction of the data, as directed by IDES. The shared data shall not be archived or sent to a records center and shall not be retained with personal identifiers for any period longer than the term of this Agreement. The data destruction must also be certified by the RECIPIENT's Authorized Official as directed by IDES.

- 14) As a condition of this Agreement, RECIPIENT certifies that it has instructed all persons having access to the shared data, including SUBCONTRACTOR's personnel, about the confidentiality requirements of this Agreement and the sanctions specified for unauthorized disclosure, including State criminal penalties. RECIPIENT has required all persons who may have access to the data, including SUBCONTRACTOR's personnel, to complete and sign an acknowledgement form provided by IDES, and has reviewed these forms for accuracy. A list of all eligible employees and a sample acknowledgement form are attached to this Agreement as Attachment D. RECIPIENT shall notify IDES in writing if different or additional personnel require access to the data, and upon IDES approval, shall require these new or additional persons to complete and sign an acknowledgment form. Failure to collect the appropriate acknowledgment forms constitutes a breach of this Agreement and may subject RECIPIENT to the consequences set forth in Section VI.
- 15) RECIPIENT and SUBCONTRACTOR agree to promptly report to IDES any violation of this Agreement and any unauthorized disclosure or use of the data. As part of this obligation, RECIPIENT agrees to ensure its personnel and SUBCONTRACTOR's personnel are aware of the anonymous reporting mechanism available through the IDES website.
- 16) Other than as set forth in this Agreement, RECIPIENT shall not subcontract work involving the shared data or disclose the shared data to any agent or contractor without express written permission from the IDES Director and the execution of a new Agreement.
- 17) RECIPIENT and SUBCONTRACTOR further agree to comply with applicable laws, regulations and all other state and federal requirements with respect to the protection of privacy, security and dissemination of the shared data, including: federal regulations pertaining to recipients of unemployment compensation information (20 CFR 603); the Illinois Data Processing Confidentiality Act (30 ILCS 585); the Illinois Identity Protection Act (5 ILCS 179); the Illinois Personal Information Protection Act, (815 ILCS 530); and Section 1900 of the Illinois Unemployment Insurance Act (820 ILCS 405/1900), each of which have been incorporated by reference into this Agreement.

IV. COMPLIANCE MONITORING AND RECORD RETENTION

- 18) RECIPIENT agrees that it is responsible for ensuring that SUBCONTRACTOR complies with the terms of this Agreement and the safeguards incorporated therein. RECIPIENT shall take all necessary steps to protect against SUBCONTRACTOR's breach or its disclosure of the shared data. RECIPIENT and SUBCONTRACTOR acknowledge, however, that this subsection should not be construed as a waiver or limitation of IDES's rights to enforce this Agreement against SUBCONTRACTOR or recover damages as permitted by law.
- 19) RECIPIENT and SUBCONTRACTOR agree to allow IDES to conduct on-site inspections to verify data security and usage while this Agreement is in effect.

- 20) RECIPIENT and SUBCONTRACTOR agree to retain records regarding data access and data use for a period of three (3) years following the termination of this Agreement. In addition, RECIPIENT shall maintain copies of all acknowledgement forms for the length of this Agreement and for three years following the termination of this Agreement. Failure to maintain the appropriate records constitutes a breach of this Agreement and may subject RECIPIENT to the consequences set forth in Section VI. If the records referenced in this subsection shall become the subject of litigation that lasts longer than the three-year retention requirement, RECIPIENT and SUBCONTRACTOR agree to retain the records until the conclusion of that litigation.
- 21) RECIPIENT and SUBCONTRACTOR agree to provide IDES with audit access during the three (3) years following the termination of this Agreement, and longer in the case of litigation.
- 22) RECIPIENT and SUBCONTRACTOR agree to respond to, in writing, and correct any deficiencies noted by IDES as a result of the auditing or monitoring process.
- 23) RECIPIENT agrees that it is responsible for ensuring that SUBCONTRACTOR complies with the terms of this Agreement and the safeguards incorporated herein. RECIPIENT shall take all necessary steps to protect against SUBCONTRACTOR's breach of this Agreement or disclosure of the shared data. RECIPIENT and SUBCONTRACTOR acknowledge, however, that this subsection should not be construed as a waiver or limitation of IDES's rights to enforce this Agreement against SUBCONTRACTOR or recover damages as permitted by law.

V. CONTRACT DATES AND TERMINATION

- 24) RECIPIENT's authority to request, receive or obtain the information set forth in this Agreement shall become **effective upon the RECIPIENT's signature below and shall automatically terminate on June 30, 2020**. SUBCONTRACTOR's authority to request, receive, or obtain the information set forth in this Agreement shall flow from and be dependent on RECIPIENT's authority to request, receive, or obtain the information.
- 25) IDES and RECIPIENT may, upon mutual agreement, renew the authority granted by this Agreement by executing a written renewal Agreement at least thirty (30) days before the termination date of the current Agreement.
- 26) IDES or RECIPIENT may terminate this Agreement before June 30, 2020 by serving thirty (30) days written notice upon the other parties. RECIPIENT remains responsible for any costs associated with disclosure of the shared data. SUBCONTRACTOR may terminate its participation in this Agreement by serving thirty (30) days written notice upon the other parties. Likewise, RECIPIENT may terminate SUBCONTRACTOR's participation in this Agreement by serving thirty (30) days written notice upon the other parties. The termination of SUBCONTRACTOR's participation in this Agreement shall not otherwise affect the rights and responsibilities of IDES and RECIPIENT under this Agreement. Likewise, RECIPIENT remains responsible for any breach of this Agreement by SUBCONTRACTOR, regardless of when it takes place.

- 27) RECIPIENT's and SUBCONTRACTOR's responsibilities and duties under this Agreement, including but not limited to their obligations regarding confidentiality and data security, shall remain in effect following the termination of the authority or participation referenced in this Section.

VI. CONSEQUENCES FOR BREACH

- 28) In accordance with 20 CFR 603.10, if RECIPIENT or SUBCONTRACTOR fail to comply with any provision of this Agreement, including the timely payment of costs billed to RECIPIENT, IDES is required to suspend the Agreement and cease disclosure of information to RECIPIENT and SUBCONTRACTOR (including any disclosure being processed), until IDES is satisfied that corrective action has been taken and there will be no further breach. In the absence of prompt and satisfactory corrective action, the Agreement will be canceled, and RECIPIENT and SUBCONTRACTOR will be required to dispose of in the manner set forth by IDES, all data (and copies thereof) obtained under the Agreement which has not previously been returned to IDES. In the case of a breach by SUBCONTRACTOR, RECIPIENT must enforce the terms of this Agreement and require SUBCONTRACTOR to take prompt and satisfactory corrective action. If RECIPIENT fails to do so, RECIPIENT is in breach of this Agreement.
- 29) Notwithstanding any other provision to the contrary, IDES may immediately cancel this Agreement if RECIPIENT or SUBCONTRACTOR fail to adhere to any provision set forth in this Agreement. In the case of a termination due to breach, RECIPIENT remains responsible for any costs associated with the disclosure of the data.
- 30) In addition to its right to enforce this Agreement and secure satisfactory corrective action or the disposal of the information, IDES retains the right to take all remedial actions permitted under State or Federal law to effect adherence to the requirements of this Agreement, including seeking damages, penalties, and restitution as permitted under such law for any charges to granted funds and all costs incurred by IDES or the State of Illinois in pursuing the breach of the Agreement and enforcement as required by 20 CFR 603.10.
- 31) Under 820 ILCS 405/1900C, any officer or employee of any entity authorized to obtain information pursuant to [Section 1900], and any agent of this State or of such entity who, except with authority of the Director under this Section, shall disclose information shall be guilty of a Class B misdemeanor and shall be disqualified from holding any appointment or employment by the State.

VII. INDEMNIFICATION/ASSUMPTION OF RISK/RECOVERY AGAINST THIRD PARTIES

- 32) RECIPIENT agrees to indemnify, assume all risk of loss, and hold harmless the State of Illinois, IDES, their officers, employees, agents, and volunteers, from and against any and all liabilities, demands, claims, suits, actions, causes of action, judgments, losses, damages (including, without limitation, direct, indirect, special, incidental, reliance or consequential damages, even if advised of the possibility of such damages), fines, settlements, costs, and expenses (including, without limitation, witnesses' fees and the reasonable value of the time of attorneys employed by the Attorney General's Office and/or the attorneys' fees of special or other counsel appointed by the Attorney General's Office or retained by IDES to represent and/or defend IDES, and expenses incident thereto) related to or arising in connection with any acts or omissions of RECIPIENT, its officers, employees, agents, volunteers, and/or subcontractors, in connection with this Agreement, including, without limitation, any actual or alleged:
- a) Breach related to data security;
 - b) Negligent, intentional or wrongful act or omission;
 - c) Performance, attempted performance, and/or non-performance of any duty, obligation, covenant, proviso, requirement, specification, term, or condition of this Agreement;
 - d) Failure to comply with the law;
 - e) Infringement of and/or other damage or harm to any copyright, trademark, patent, or other intellectual or intangible property right of any person or entity;
 - f) Unauthorized disclosure, release, or acquisition of the data, records, and/or information provided to the RECIPIENT under this Agreement, including without limitation any such unauthorized disclosure, release, or acquisition related to a failure to comply with the confidentiality provisions of this Agreement;
 - g) Bodily injuries to persons (including death), loss of, damage or harm to, or destruction of real and/or tangible personal property (including property of the State), and/or any other injury or harm.
- 33) SUBCONTRACTOR agrees to indemnify, assume all risk of loss, and hold harmless the RECIPIENT, its officers, employees, agents, and volunteers, from and against any and all liabilities, demands, claims, suits, actions, causes of action, judgments, losses, damages (including, without limitation, direct, indirect, special, incidental, reliance or consequential damages, even if advised of the possibility of such damages), fines, settlements, costs, and expenses (including, without limitation, witnesses' fees and the reasonable value of the time of attorneys employed by the Attorney General's Office and/or the attorneys' fees of special or other counsel appointed by the Attorney General's Office or retained by RECIPIENT to represent and/or defend RECIPIENT, and expenses incident thereto) related to or arising in connection with any acts or omissions of SUBCONTRACTOR, its officers, employees, agents, volunteers, and/or subcontractors, in connection with this Agreement, including, without limitation, any actual or alleged:
- a) Breach related to data security;
 - b) Negligent, intentional or wrongful act or omission;
 - c) Performance, attempted performance, and/or non-performance of any duty, obligation, covenant, proviso, requirement, specification, term, or condition of this Agreement;
 - d) Failure to comply with the law;

- e) Infringement of and/or other damage or harm to any copyright, trademark, patent, or other intellectual or intangible property right of any person or entity;
- f) Unauthorized disclosure, release, or acquisition of the data, records, and/or information provided to the SUBCONTRACTOR under this Agreement, including without limitation any such unauthorized disclosure, release, or acquisition related to a failure to comply with the confidentiality provisions of this Agreement;
- g) Bodily injuries to persons (including death), loss of, damage or harm to, or destruction of real and/or tangible personal property (including property of the State), and/or any other injury or harm

34) RECIPIENT shall do nothing to prejudice the rights of the State of Illinois and/or IDES to recover against third parties for any loss, including, without limitation, destruction or damage of IDES property, and shall at the request and expense of the State of Illinois and/or IDES furnish to IDES, or any other agency or branch of the State of Illinois, reasonable assistance and cooperation in obtaining recovery against third parties, including, without limitation, assistance in the prosecution of suit and the execution of instruments of assignment in favor of IDES and/or the State of Illinois. Any cost of recovering against SUBCONTRACTOR shall be born jointly and severally by RECIPIENT and SUBCONTRACTOR.

VIII. ENTIRE AGREEMENT

35) This Agreement, including Attachments A, B, C, D, E, F, and G and any amendments executed by all parties and incorporated into this Agreement, is complete and contains the entire understanding among the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. The Agreement supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

IX. SEVERABILITY

36) If any terms and conditions of this Agreement are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Agreement are declared severable.

X. ILLINOIS PERSONAL INFORMATION PROTECTION ACT AND IDENTITY PROTECTION ACT

37) RECIPIENT and SUBCONTRACTOR shall remain in full compliance with the Personal Information Protection Act and Identity Protection Act. In the event that RECIPIENT or SUBCONTRACTOR has violated any part of the Personal Information Protection Act or Identity Protection Act, the violating party shall immediately notify IDES of any violation(s), and immediately initiate and complete all notice and remedial measures required under the Personal Information Protection Act and/or Identity Protection Act.

COMMUNICATIONS AND CONTACTS:

The contact persons for this agreement are:

IDES:

Primary Contact:

Evelina Tainer Loescher
Economic Info & Analysis
Illinois Department of Employment Security
33 S. State Street
Chicago, IL 60603-2802
Phone: (312) 793-5752
Fax: (312) 793-3609
Evelina.Loescher@Illinois.gov

Violation Reporting:

Rex Crossland
Internal Audit
Illinois Department of Employment Security
607 E. Adams, 9th Floor
Springfield, IL 62701
Phone: (217) 785-0178
Fax: (217) 785-5117
Rex.Crossland@Illinois.gov

ILLINOIS COMMUNITY COLLEGE BOARD:

Primary Contact:

Nathan Wilson
Illinois Community College Board
Associate Deputy Director for Research and Policy Studies
401 East Capitol Avenue, Springfield, Illinois 62701-1711
Phone: (217) 558-2067
Fax: (217) 524-4981
E-mail: Nathan.Wilson@illinois.gov

SUBCONTRACTOR:

Attachment A contains the contact information of each Subcontractor.

APPROVALS:

<p style="text-align: center;">Illinois Department of Employment Security (IDES)</p> <p>Director: Jeffrey D. Mays</p> <p>Signature/Date:</p>	<p style="text-align: center;">Illinois Community College Board (RECIPIENT)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Black Hawk College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Lewis and Clark Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Carl Sandburg College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Lincoln Land Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">City Colleges of Chicago (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">McHenry County College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>

<p style="text-align: center;">College of DuPage (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Moraine Valley Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">College of Lake County (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Morton College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Danville Area Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Oakton Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Elgin Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Parkland College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Harper College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Prairie State College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>

<p align="center">Heartland Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p align="center">Rend Lake College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p align="center">Highland Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p align="center">Richland Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p align="center">Illinois Central College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p align="center">Rock Valley College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p align="center">Illinois Eastern Community Colleges (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p align="center">Sauk Valley Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p align="center">Illinois Valley Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p align="center">Shawnee Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>

<p style="text-align: center;">John A. Logan College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">South Suburban College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">John Wood Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Southeastern Illinois College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Joliet Junior College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Southwestern Illinois College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Kankakee Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Spoon River College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Kaskaskia College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Triton College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>

<p style="text-align: center;">Kishwaukee College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	<p style="text-align: center;">Waubonsee Community College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>
<p style="text-align: center;">Lake Land College (SUBCONTRACTOR)</p> <p>Authorized Official:</p> <p>Signature/Date:</p>	

ATTACHMENT F
PROTECTION OF SOCIAL SECURITY NUMBERS
CONTRACTOR/SUBCONTRACTOR POLICY STATEMENT

The Identity Protection Act, 5 ILCS 179/1 *et seq.* ("IPA"), requires the Illinois Department of Employment Security ("IDES") to implement certain policies and procedures to protect Social Security numbers ("SSN" or "SSNs") used in the administration of IDES programs and services, including SSNs disclosed to other entities when disclosure is necessary to the performance of IDES duties and responsibilities. Under the IPA, before SSNs may be disclosed to contractors or subcontractors IDES must obtain in writing the policies the contractors or subcontractors will follow to protect the disclosed SSNs in accord with the requirements of the IPA.

This policy statement will serve as written acknowledgement by the undersigned contractor or subcontractor ("Recipient") that any and all SSNs disclosed by IDES will be protected in accord with the policies set forth herein:

1. The Recipient acknowledges that any SSNs disclosed by IDES will be utilized solely for the specific purpose(s) and use(s) identified in the pertaining contract, subcontract, grant, subgrant, or other agreement between IDES and the Recipient ("Agreement"). The Recipient affirms that it will not utilize any disclosed SSNs other than for said purpose(s) and use(s) without the prior written consent of IDES, and that it will not archive or retain any disclosed SSNs in any manner, form, or format after the termination of the Agreement.
2. The Recipient affirms that only the officers and employees of the Recipient who have a need to access disclosed SSNs for the purpose(s) and use(s) identified in the Agreement will have access to disclosed SSNs. The Recipient also affirms that it is responsible for enforcing this restriction of access to disclosed SSNs, and that all of the officers and employees of the Recipient who will have access to disclosed SSNs have been trained to protect the confidentiality of SSNs in accord with this policy statement. Training shall include instructions on proper handling of disclosed SSNs from receipt through disposal (see Paragraph 7).
3. The Recipient acknowledges that all SSNs disclosed by IDES are confidential and will be protected from unauthorized use and/or disclosure. Protection from unauthorized use and/or disclosure includes:
 - a) Restricting access to disclosed SSNs to authorized personnel in accord with Paragraph 2;
 - b) Storing materials, documents, or media containing disclosed SSNs in a place and/or manner physically secure from access by unauthorized persons;
 - c) Maintaining disclosed SSNs reduced to electronic or digital media or formats such as magnetic tapes, hard drives, flash drives, CDs or server-based applications in such a way that unauthorized persons cannot access or obtain disclosed SSNs by any means; and
 - d) Applying security measures to computer systems ensuring that only authorized personnel will have access to disclosed SSNs accessible through said computer systems.
4. The Recipient affirms that it complies with all applicable laws, regulations, and State and federal legal authorities relating to the protection of disclosed SSNs, including, without limitation:
 - a) Federal regulations codified at 20 CFR 603 pertaining to recipients of unemployment compensation information;
 - b) The Illinois Data Processing Confidentiality Act, 30 ILCS 585/0.01 *et seq.*;
 - c) Section 1900 of the Illinois Unemployment Insurance Act, 820 ILCS 405/1900; and
 - d) Section 10(c)(1) of the IPA, 5 ILCS 179/10(c)(1).
5. The Recipient affirms that it will not subcontract, subgrant, or otherwise transfer or assign any of the Recipient's duties or obligations involving disclosed SSNs under the Agreement without the prior written consent of IDES, and/or the approval and/or execution of an appropriate subcontract, subgrant, or other third-party agreement by IDES.
6. The Recipient affirms that it will retain records of access to and use of disclosed SSNs for a period of three years following receipt of the SSNs, and will allow on-site inspections by IDES to verify SSN security and usage as well as audit access during the three year period after the receipt of the SSNs. The Recipient also affirms that it will correct any security and/or usage deficiency(ies) identified by IDES promptly upon receipt of written notice of said deficiency(ies).
7. The Recipient acknowledges that the materials, documents, or media of any type or form that contain SSNs disclosed by IDES are the property of and shall be returned to IDES upon request. The Recipient also acknowledges that it is responsible for the disposal of said materials, documents, or media upon termination of the Agreement. "Disposal" means the return or delivery of said materials, documents, or media to IDES, or the destruction of same, as directed by IDES.

 Recipient

Name: _____
 (Print)

By: _____
 (Signature)

Title: _____

Date: _____

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16230

SUBJECT: DATA SHARING AGREEMENT WITH MCGRAW HILL EDUCATION (MHE)

RECOMMENDATION: That the Board of Trustees approve the *Data Sharing and Security Agreement*, between McGraw Hill Education (MHE) and Triton College, effective between January 1, 2019 to December 31, 2023. Participation in this data sharing incurs no monetary cost to Triton College.

RATIONALE: In an effort to continuously improve the iLaunch Math Laboratory program at Triton College, this joint research project with MHE will identify various aspects of the program for quality improvement purposes, i.e. which instructor practices may yield the best possible outcomes for students. The external project evaluation conducted by MHE will yield objective assessments of the program. The findings of the studies will allow Triton College to better address program-wide issues and devise proper student behavioral interventions.

Submitted to Board by: _____



(Vice President) Debra Baker

Board Officers' Signatures Required:

**Mark R. Stephens
Chairman**

**Diane Viverito
Secretary**

Date

Related forms requiring signature: Yes X No _____

Data Sharing and Security Agreement

Between

McGraw Hill

and

Triton College

(“The Institution”)

This Data Sharing and Security Agreement (“Agreement”) is entered into by and between McGraw-Hill Global Education, LLC (McGraw-Hill) and Community College District 504, commonly known as Triton College, (herein after referred to as “the Institution”) to establish the content, use, and protection of data needed in order to conduct collaborative research in learning science, specifically to model predictive analytics intended to support student retention and success (the “Initiative”).

1.0 Period of Agreement

The period of this Agreement shall be from Aug __, 2018 until Dec 1, 2019, or until terminated in writing by either McGraw-Hill or the Institution. This Agreement may be renewed at the end of the current term for a period of time agreed upon by the authorized agent of both parties in writing.

2.0 Intended Use of the Data

In order to conduct the necessary evaluation for the Initiative, the McGraw-Hill requests that the Institution provide certain de-identified and directory level student-unit-record (SUR) data described in Appendix A (“SUR Data”) to McGraw-Hill through a secured, web-based Data Management System (DMS). McGraw-Hill will provide Institution with instructions on how to upload the SUR Data to the DMS.

The SUR Data are to be used for a research study conducted pursuant to the “studies exception” set forth in the

Family Educational Records Privacy Act (FERPA) and regulations adopted pursuant to FERPA, specifically, 34 CFR §99.31(a)(6)(iii)(C).

McGraw-Hill is the responsible party for managing the collection process and management of SUR Data submitted to the DMS. As such, McGraw-Hill agrees to all terms of this Agreement. The data security requirements set forth in this Agreement comply with the Family Educational Rights and Privacy Act and the federal standards and guidelines for handling restricted data files, as required by the U.S. Department of Education.

3.0 Constraints on Use of Data

As between the parties, the SUR Data provided by the Institution to McGraw-Hill, or collected by McGraw-Hill on behalf of the Institution’s students, are the property of the Institution and shall not be shared with third parties without the written permission of the Institution, or as designated in this Agreement. The Institution’s

McGraw-Hill Data Sharing and Security
{00042422 1 }

SUR data shall not be sold or used, internally or externally, for any purpose not directly related to the Initiative and the scope of work defined in this Agreement, without the written permission of the Institution. SUR data collected are described in Appendix A.

4.0 Data Security

4.1 Data Management System (DMS) Security

Security and data protection are key components of the DMS. The following steps will be taken to assure confidentiality of the SUR Database for each institution participating in the Initiative.

- a. *The DMS is hosted on Amazon Web Services (“AWS”).*
- b. *The DMS will be https secured, with login and password required for all users; each approved institution user will be provided access to only specific institution-related data that the user has been given rights to view. Each user will also be provided an access level sufficient to allow the user to add, edit, or view the data, as appropriate. No other institution participating in the Initiative will have access to any SUR Data or data related to the same.*
- c. *Data are encrypted in transit via 256-bit SSL and at storage with 256-bit AES encryption. Student IDs are encrypted immediately when the SUR Data are uploaded into the DMS, and remain encrypted at all times on the DMS.*
- d. *Approved McGraw-Hill personnel will be granted administrator-level access to the DMS. Administrator-level access allows McGraw-Hill staff to view all participating institutions' data, review and approve data submitted, and set up new system users; Administrator-level access does not provide McGraw-Hill staff access to students' addresses. McGraw-Hill staff approved for use of the DMS will maintain security of the data collection website from unauthorized access. McGraw-Hill is solely responsible for all acts and omissions of such staff members and will ensure such staff members' compliance with the terms of this Agreement.*

4.2 Unique Student ID

The Institution will provide SUR Data to McGraw-Hill pursuant to FERPA §§ 99.31.a.6 and 99.31.b.2. In order to assure there is no opportunity to identify individuals, the Institution will not provide student name or Social Security number. The Initiative, however, requires the ability to track individuals across time. In order to do this, each student must be assigned a unique identifier. This will be made possible by one of two methods: (1) Institution will assign unique IDs to each student and report their SUR Data to the DMS.

4.4 Access to SUR Data

4.4.1 Confidentiality

All employees and agents of McGraw-Hill who are to have access to the DMS or the SUR Data shall be bound by confidentiality at least as restrictive as the confidentiality and security requirements specified herein. The parties acknowledge and agree that no raw, personally-identifiable or student directory level SUR Data will be made accessible to, or provided to, any other third party.

4.4.3 Data Storage

All personally-identifiable, confidential information will be kept in accordance with generally accepted standards for information security and access for personally-identifiable, confidential information. The data will reside only on computers that are password-protected both at boot-up and when screen savers are activated. Passwords will be changed in accordance with McGraw-Hill's data privacy and security program. If SUR Data are placed on a network, they will be secured in a password-protected portion of the network and will only be accessible by authorized staff. At the end of the initiative, all raw SUR Data will be returned to the Institution or securely destroyed, unless there is an explicit written agreement between McGraw-Hill and the Institution that allows for further use of these data.

4.4.4 Transportation of Data

If transfer of SUR Data becomes necessary, it will only be done by via a secure third-party file transfer and storage service. The third-party service will use at least 256-bit SSL or TLS 1.0 upload and download encryption, 256-bit AES storage encryption in SSAE 16 certified data centers with controlled, double-verified physical access and a current disaster recovery plan, and will utilize unique username and password protected remote user access.

4.4.5 Data Reports

Aggregated reports published for public dissemination that contain fewer than three cases in any table cell will be altered to follow the standards of the U.S. Department of Education, Statistical Standard Program's Standard 4-2-10: "...when tabulations are produced, any table with a cell with 1 or 2 unweighted cases must be re-categorized to insure that each cell in the table has at least 3 unweighted cases." This assures that no reader could deduce the identity of an individual respondent. Note that reports and analyses provided by McGraw-Hill to the Institution will not be altered.

4.4.6 Database Security

The Chief Information Officer of McGraw-Hill, will have the overall responsibility for the security of the SUR Data extract stored by McGraw-Hill.

McGraw-Hill's Senior Director, Development Operations, will be in charge of the day-to-day operations involving the use of the SUR Database extract stored by McGraw-Hill, and will have full and final responsibility for the security of the SUR Data, oversee the preparation and implementation of the security plan, and monitor and update the security requirements, as needed. The Senior Director, Cyber Security at McGraw-Hill will implement, maintain, and periodically update the security plan to protect the SUR Data. For McGraw-Hill's local area networks, [s]he will be the individual who has unrestricted "hands on" access (e.g., "supervisory") to the network.

4.4.7 On-Site Inspection

McGraw-Hill and any McGraw-Hill subcontractor shall make their offices and facilities available for inspections that are to be conducted on a date and during a time period as agreed by the respective party and the Institution; inspections can occur, at most, every year, unless such inspection has revealed a nonconformance with this Agreement, in which case, Institution may conduct a second inspection during such year. Facilities will be made available to the Institution to evaluate compliance with the terms specified herein, and are limited to only those facilities specified herein. If McGraw-Hill or any McGraw-Hill subcontractor are found to be in noncompliance, the Institution will send a Statement of Warning to the respective Senior Official within six weeks (30 working days) of the on-site inspection; McGraw-Hill or subcontractor will have one month (20 working days) from receipt of the Statement of Warning to provide a letter detailing what procedures have been implemented to restore compliance. Inspection to verify compliance shall be available to Institution upon request.

5.0 Compliance with Applicable Laws and Regulations

McGraw-Hill shall comply with all applicable federal laws and regulations, including FERPA regulations protecting the privacy of individuals and non-discrimination and workplace conduct laws and regulations pursuant to both Illinois and federal law.

6.0 Notification of Security Breaches

McGraw-Hill agrees that in the event of any breach of the security, confidentiality or integrity of computerized data where personally-identifiable information of a student was, or is reasonably believed to have been, acquired and/or accessed by an unauthorized person, the Institution will be promptly notified of the breach following discovery. In the case of such an incident, McGraw-Hill will comply with all notification actions,

and/or assist the Institution with all notification actions.

7.0 Amendments and Alterations to this Agreement

The Institution and McGraw-Hill, in connection with the Initiative, may amend this Agreement by mutual consent of the authorized agents, in writing, at any time.

8.0 Project Culmination or Termination of McGraw-Hill Services

At the culmination of the Initiative, or in the event that the Institution or McGraw-Hill terminates this Agreement, or should McGraw-Hill cease operation, McGraw-Hill shall securely destroy or return to the Institution all SUR Data collected in the course of providing the application service. McGraw-Hill shall certify in writing within five (5) business days that all copies of the data stored on McGraw-Hill servers, backup servers, backup media, or other media, including paper copies, have been permanently erased (completely overwritten and are unrecoverable) or destroyed. The parties acknowledge that data that have been de-identified, as that term is defined under FERPA, which may include de-identified and aggregated data, will be owned by McGraw-Hill.

9.0 Insurance

McGraw-Hill will carry professional liability (also known as errors and omissions) insurance of not less than \$2,000,000 per claim and \$5,000,000 in the aggregate.

10.0 Indemnity

McGraw-Hill will indemnify, defend and hold harmless the Institution, its trustees, officers, employees and agents against any fees, fines, losses, costs, damages, liabilities and expenses (including without limitation reasonable attorneys' fees) incurred as a result of or arising from McGraw-Hill's negligence or misconduct in the receipt or use of any personally-identifiable data provided by or collected from the Institution, including information that may be released as the result of a data-breach.

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

11.0 Additional Terms

11.1 Conflict of Interest

Institution may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Institution, at any time while this Agreement or any extension thereof is in effect, is an employee or agent of any other party to this Agreement in any capacity or a consultant to any other party with respect to the subject matter of this Agreement.

11.2 Records

McGraw-Hill will retain all records relating to this Agreement. McGraw-Hill will make those records available at all reasonable times for inspection and audit by the Institution during the term of this Agreement and for a period of three years after the completion of this Agreement. The records will be provided to the Institution on reasonable notice to McGraw-Hill. "Records" does not include any and all copies of the SUR Database McGraw-Hill stores; the SUR Database is to be destroyed upon completion of the Initiative, per Section 8, *Project Culmination or Termination* of McGraw-Hill services. Further, such Records shall be made available to Institution upon request to comply with a valid Freedom of Information request.

11.3 Failure of Legislature to appropriate

If the Institution's performance under this Agreement depends on the appropriation of funds by the state legislature, and if the legislature fails to appropriate the funds necessary for performance, then the Institution may provide written notice of this to McGraw-Hill and cancel this Agreement without further obligation of the Institution.

Appropriation is a legislative act and is beyond the control of the Institution.

11.4 Names and Marks

Neither McGraw-Hill will use any names, service marks, trademarks, trade names, logos, or other identifying names, domain names, or identifying marks of Institution without prior written consent. McGraw-Hill's use of any the Institution identifying marks will comply with Institution's requirements and shall only be utilized following written consent of the Institution's authorized agent.

11.5 Jurisdiction

This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.

11.6 Taxes

McGraw-Hill assumes full responsibility for the payment of all federal, state and local taxes incurred by McGraw-Hill as a result of this Agreement.

11.7 Authorized Agent

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

11.8 Business Licenses

McGraw-Hill represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations.

12.0 Assignment

Neither this Agreement nor any of the rights, interests or obligations under the Agreement shall be assigned, in whole or in part, by operation of law or otherwise by McGraw-Hill without the prior written consent of the Institution.



By the signatures of their authorized representative below, McGraw-Hill Global Education, LLC and Triton College ("The Institution"), intending to be legally bound, agree to all of the provisions of this Data Sharing and Security Agreement.

McGraw-Hill Global Education, LLC

2 Penn Plaza
New York, NY 10121

Printed Name: Alfred Essa
Title: VP, Research and Data Science
Date: _____
Signature: _____

Triton College
2000 Fifth Avenue
River Grove, Illinois 60171

Printed Name: Mark R. Stephens
Title: Chairman
Date: _____
Signature: _____

Appendix A:
Sample Data Elements Requested from Institutions

Data will be reported for cohorts in a given academic year, starting with the [2017-18] academic year. Additional Data Elements may be included throughout the project as the project team sees fit.

Category	Data Element	Time Basis ¹
Student identifier	Unique student record identifier ²	O
	Cohort of entry (term and year) ³	O
Demographics	Gender	O
	Race/ethnicity	O
	First generation status	O
Course enrollments	Course name and number	T
	Number of credits attempted and completed	T
	Course grade	T

Data Elements Notes:

¹Rows marked with an “O” indicate data to be reported on a one-time basis. Rows marked with a “T”, data is requested for each term a student is enrolled at The Institution, from the student’s first term through all terms enrolled. Rows marked with an “A” indicate the data is requested on an annual basis.

²An identifier will be used to identify each student’s record. The DMS will encrypt all submitted data files in compliance with FERPA regulations so that individually identifying information are not viewable or attainable by analysts, program staff, etc.

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16231

SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF FINAL PAYMENT FOR THE “M BUILDING” PAVING PROJECT

RECOMMENDATION: That the Board of Trustees approve the Certificate of Final Completion and Final Pay Application of \$23,329.46 for the “M Building” Paving Project. Total project cost was \$140,594.06.

RATIONALE: Operations & Maintenance have reviewed the Certificate of Final Completion, Final Waivers of Lien, and Final Payment Application. Original contract amount was \$153,463.71. Total project cost was \$140,594.06. This project came in under budget by \$12,867.65.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes X No

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

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

PROJECT: West Campus Roadway
Repairs 2018
Re-Bid

FROM CONTRACTOR: Brothers Asphalt Paving, Inc.
315 S. Stewart Avenue
Addison, IL 60101

VIA ARCHITECT: Arcon Associates, Inc
2050 South Finley Road
Suite 40
Lombard, IL 60148

CONTRACT FOR: West Campus Roadway Repairs 2018 Re-Bid

APPLICATION NO: 2

PERIOD TO: 9/26/2018

PROJECT NOS: 18032.1

CONTRACT DATE:

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	153,463.71
2. Net change by Change Orders	\$	(12,869.65)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	140,594.06
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	140,594.06
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	\$0.00
b. 0 % of Stored Material (Column F on G703)	\$	Included in above
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	140,594.06
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	117,264.60
8. CURRENT PAYMENT DUE	\$	23,329.46
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0.00

CONTRACTOR: Brothers Asphalt Paving, Inc.

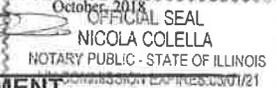
By: [Signature] Date: 10/25/2018

State of: Illinois County of: DuPage

Subscribed and sworn to before me this 25th day of

Notary Public: [Signature]

My Commission expires: 05-01-21



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 23,329.46

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: [Signature] Date: 11.27.18

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	(\$12,869.65)
TOTALS	\$0.00	(\$12,869.65)
NET CHANGES by Change Order		(\$12,869.65)

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2

APPLICATION DATE: 9/26/2018

PERIOD TO: 9/26/2018

ARCHITECT'S PROJECT NO: 18032.1

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G + C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Base Bid	\$139,512.46	\$130,000.00	\$9,512.46	\$0.00	\$139,512.46	100.00%	\$0.00	\$0.00
	Construction Contingency	\$1,081.60	\$294.00	\$787.60	\$0.00	\$1,081.60	100.00%	\$0.00	\$0.00
	GRAND TOTALS	\$140,594.06	\$130,294.00	\$10,300.06	\$0.00	\$140,594.06	100%	\$0.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

Certificate of Final Acceptance

Project:

Architect: Triton College

West Campus Roadway Repairs 2018 – Re-Bid
Triton College
2000 Fifth Ave.
River Grove, IL 60171

Contractor:
Brothers Asphalt Paving, Inc.
315 S. Stewart Ave
Addison, IL 60101

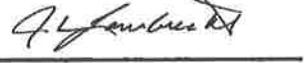
Contract Date: 5/22/2018

Date of Issuance: 9/13/2018

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

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

SIGNATURES

Contractor	Brothers Asphalt Paving, Inc.	By 	Date <u>9/26/18</u>
Architect	ARCON Associates, Inc.	By  Gaspare Pitrello	Date <u>09.13.18</u>
Owner	Triton College	By  John Lambrecht	Date <u>10/1/18</u>
Owner	Triton College	By _____ Mark Stephens Board Chairman	Date _____

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16232

SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF FINAL PAYMENT FOR THE “R BUILDING” LOWER LEVEL RUNNING TRACK PROJECT

RECOMMENDATION: That the Board of Trustees approve the Certificate of Final Completion and Final Pay Application of \$10,048.94 for the “R Building” Lower Level Running Track Project. Total project cost was \$454,435.64.

RATIONALE: Operations & Maintenance have reviewed the Certificate of Final Completion, Final Waivers of Lien, and Final Payment Application. Original contract amount was \$516,230. Total project cost was \$454,435.64. This project came in under budget by \$61,794.36.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O’Brien Sullivan

Board Officers’ Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes X No

Certificate of Final Acceptance

Project:

Architect: Triton College

Indoor Running Track Renovations
Triton College
2000 Fifth Ave.
River Grove, IL 60171

Contractor:
L.J. Morse Construction Company
128 S. Broadway Avenue
Aurora, IL 60505

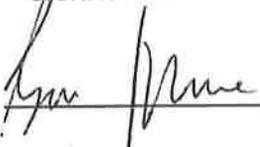
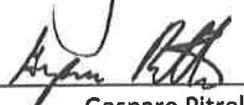
Contract Date: 1/18/2018

Date of Issuance: 9/13/2018

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

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

SIGNATURES

Contractor	L.J. Morse Construction Company	By 	Date <u>9/13/18</u>
Architect	ARCON Associates, Inc.	By  Gaspare Pitrello	Date <u>09.13.18</u>
Owner	Triton College	By  John Lambrecht	Date <u>10/1/2018</u>
Owner	Triton College	By _____ Mark Stephens Board Chairman	Date _____

Application and Certificate for Payment

To Owner: Triton College 2000 Fifth Ave. River Grove, IL 60171	Project: Triton College Indoor Running Track Renovations Building R 2000 N. Fifth Avenue River Grove, IL 60171	Application No: 5 Period To: 11/30/2018 Contract For: General Construction Contract Date: 1/18/2018 Project Nos: 17076
From Contractor: L.J. Morse Construction Co. 128 S. Broadway Aurora, IL 60505	Via Architect: ARCON Associates, Inc. 2050 S. Finley Road Suite 40 Lombard, IL 60148	

CONTRACTOR'S APPLICATION FOR PAYMENT

- 1) ORIGINAL CONTRACT SUM \$516,230.00
- 2) Net change by Change Orders \$-61,794.36
- 3) CONTRACT SUM TO DATE \$454,435.64
- 4) TOTAL COMPLETED & STORED TO DATE \$454,435.64
- 5) Retainage:
 - a. Completed Work \$0.00
 - b. Stored Material \$0.00
 - Total Retainage \$0.00
- 6) Total Earned less Retainage \$454,435.64
- 7) Less Previous Certificates for Payment \$444,386.70
- 8) CURRENT PAYMENT DUE \$10,048.94
- 9) Balance to Finish, including Retainage \$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	46,930.00	108,724.36
TOTALS	46,930.00	108,724.36
NET CHANGES by Change Order	-61,794.36	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: [Signature] Date: 11/30/18
 State of: Illinois
 County of: DeKalb
 Subscribed and sworn to before me this 30 day of November 2018
 Notary Public: [Signature] Amanda Gillette
 My Commission expires: 3/24/2020



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 10,048.94
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
 By: [Signature] Date: 11.27.18
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, Containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

Application No: 5
Application Date: 11/26/2018
Period To: 11/30/2018
Architect's Project No: 17076

ITEM NO.	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
			PREVIOUS	THIS PERIOD					
1	General Conditions/LJM	15,000.00	49,824.00	-34,824.00	0.00	15,000.00	100	0.00	0.00
2	Allowances	80,000.00	57,533.00	22,467.00	0.00	80,000.00	100	0.00	0.00
3	Owner's Contingency	46,930.00	0.00	46,930.00	0.00	46,930.00	100	0.00	0.00
4	BHFX Closeout	700.00	700.00	0.00	0.00	700.00	100	0.00	0.00
5	Carpentry/LJM	10,906.00	23,012.00	-12,106.00	0.00	10,906.00	100	0.00	0.00
6	Flooring/TSI	225,908.00	225,908.00	0.00	0.00	225,908.00	100	0.00	0.00
7	Gypsum/LJM	4,006.00	4,006.00	0.00	0.00	4,006.00	100	0.00	0.00
8	Painting/Cote Decorating	15,995.00	15,995.00	0.00	0.00	15,995.00	100	0.00	0.00
9	Athletic Pads/Lemco	33,000.00	33,000.00	0.00	0.00	33,000.00	100	0.00	0.00
10	Electrical/Powerlink	48,000.00	48,000.00	0.00	0.00	48,000.00	100	0.00	0.00
11	LJM Bonds	6,000.00	6,000.00	0.00	0.00	6,000.00	100	0.00	0.00
12	LJM OH/P	29,785.00	29,785.00	0.00	0.00	29,785.00	100	0.00	0.00
13	-----	0.00	0.00	0.00	0.00	0.00	***	0.00	0.00
14	CO #1 Unused Allowance	-61,794.36	0.00	-61,794.36	0.00	-61,794.36	100	0.00	0.00

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
 Containing Contractor's signed Certification, is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

Application No: 5
Application Date: 11/26/2018
Period To: 11/30/2018
Architect's Project No: 17076

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
			PREVIOUS	THIS PERIOD					
		\$ 454,435.64	\$ 493,763.00	\$ -39,327.36	\$ 0.00	\$454,435.64	100 %	\$0.00	\$ 0.00

FINAL WAIVER OF LIEN

Loan # _____
Cty # _____

STATE OF ILLINOIS
COUNTY OF DeKalb) SS

WHEREAS the undersigned has been employed by Triton College
to furnish General Construction
for the premises known as Indoor Running Track Renovations Building R
of which Triton College is the owner.

THE undersigned, for and in consideration of Ten Thousand Forty Eight and 94/100
(\$ 10,048.94) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
with respect to and on said above-described premises, and the Improvements thereon, and on the material, fixtures, apparatus or machinery
furnished, and on the moneys, funds or other considerations due to or become due from the owner, on account of labor, services, material,
fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-
described premises, INCLUDING EXTRAS.*

DATE: November 30, 2018 COMPANY NAME L.J. Morse Construction Co.
ADDRESS 128 S. Broadway, Aurora, IL 60505
SIGNATURE AND TITLE [Signature] Vice President

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF DeKalb) SS
TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, Ryan J. Morse BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS Vice President OF
L. J. Morse Construction Co., Inc. WHO IS THE

CONTRACTOR FURNISHING General Construction WORK ON THE BUILDING
LOCATED AT 2000 N. Fifth Avenue, River Grove, IL 60171
OWNED BY Triton College

That the amount of the contract including extras* is \$ 454,435.64 on which he or she has received payment of
\$ 444,386.70 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all
labor and material required to complete said work according to plans and specifications:

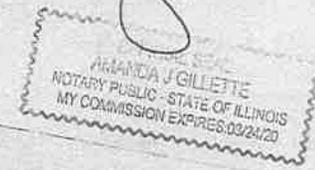
NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
L. J. Morse Construction Co.	General Construction	\$ 454,435.64	\$ 444,386.70	\$ 10,048.94	\$ -
TOTAL LABOR AND MATERIALS INCLUDING EXTRAS* TO COMPLETE		\$ 454,435.64	\$ 444,386.70	\$ 10,048.94	\$ -

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor
or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE November 30, 2018
SUBSCRIBED AND SWORN TO BEFORE ME THIS 30th DAY OF November, 2018.

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

[Signature]
NOTARY PUBLIC



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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16233

SUBJECT: CERTIFICATE OF FINAL COMPLETION AND AUTHORIZATION OF FINAL PAYMENT FOR THE WELDING LAB HVAC PROJECT

RECOMMENDATION: That the Board of Trustees approve the Certificate of Final Completion and Final Pay Application of \$9,742.50 for the Welding Lab Project. Total project cost was \$97,492.50.

RATIONALE: Operations & Maintenance have reviewed the Certificate of Final Completion, Final Waivers of Lien, and Final Payment Application. Original contract amount was \$112,500. Total project cost was \$97,492.50. This project came in under budget by \$15,007.50.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes X No

Certificate of Final Acceptance

Project:
Welding Lab Renovation:
Building T
Triton College
2000 Fifth Ave.
River Grove, IL 60171

Architect: ARCON Associates, Inc

Contractor:
MG Mechanical Contracting, Inc
1513 Lamb Road
Woodstock, IL 60098

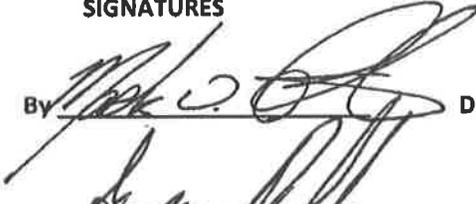
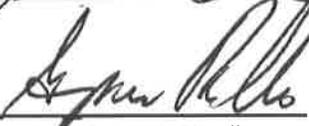
Contract Date: 6/25/2018

Date of Issuance: 11/26/2018

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

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

SIGNATURES

Contractor	MG Mechanical	By 	Date <u>11-26-18</u>
Architect	ARCON Associates, Inc.	By  Gaspere Pitrello	Date <u>11.27.18</u>
Owner	Triton College	By  John Lambrecht	Date <u>11/27/18</u>
Owner	Triton College	By _____ Mark Stephens Board Chairman	Date _____

M G Mechanical Contracting, Inc.
1513 Lamb Road
Woodstock IL 60098

Phone: (815) 334-9450
 Fax: (815) 334-9453

Bill to: ARCON Associates, Inc.
 2050 S Finley Rd Ste 40
 Lombard IL 60148

Owner/Job Location: Triton College Welding Lab Bldg T
 2000 N Fifth Avenue
 River Grove IL 60171

PROGRESS BILLING

Application 3
 Billing Date 10/23/2018
 Job Number 880

Application For Payment On Contract

Original Contract.....	112,500.00
Net Change by Change Orders.....	-15,007.50
Contract Sum to Date.....	97,492.50
Total Complete to Date.....	97,492.50
Total Retained.....	0.00
Total Earned Less Retained.....	97,492.50
Less Previous Billings.....	87,750.00
Current Payment Due.....	9,742.50
Balance on Contract.....	0.00

Contractor's Certification of Work

The undersigned contractor certifies that, to the best of the contractor's knowledge, the work on the the above named job has been completed in accordance with the plans and specifications to the level of completion indicated on the attached schedule of completion.

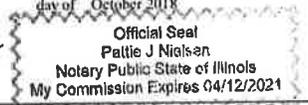
Contractor: [Signature] Date 10.23.18

State of: Illinois County of: McHenry

Subscribed and sworn to before me this 23rd

day of October 2018

Notary Public: Pattie J Nielsen



My Commission Expires:

CERTIFICATE OF PAYMENT

The contractor is entitled to payment of the AMOUNT CERTIFIED
 AMOUNT CERTIFIED \$ 9,742.50

CONSTRUCTION MANAGER
 By: [Signature] Date: 11.05.18

ARCHIECT
 By: [Signature] Date: 11.05.18

The AMOUNT CERTIFIED is payable only to the Contractor named herein.

Schedule of Work Completed

Job#: 880

Job Name: Triton College Welding Lab Bldg T

PROGRESS BILLING

Application 2
Page 2 of 2

Description of Work	Scheduled	Changes	Contract	Previous	Current Comp.	Stored Mat.	Total Comp.	%	Balance	Retained
Allowance	15,000.00		15,000.00						15,000.00	
Bond/Insurance	2,250.00		2,250.00	2,250.00			2,250.00	100.00		225.00
Mobilization	5,625.00		5,625.00	5,625.00			5,625.00	100.00		562.50
Shop Labor	4,200.00		4,200.00	3,360.00	840.00		4,200.00	100.00		420.00
Shop Material	18,831.00		18,831.00	18,064.80	766.20		18,831.00	100.00		1,883.10
Field Labor	20,802.00		20,802.00	17,186.40	3,615.60		20,802.00	100.00		2,080.20
RGD's	1,194.00		1,194.00		1,194.00		1,194.00	100.00		119.40
RTU	23,278.00		23,278.00		23,278.00		23,278.00	100.00		2,327.80
Piping	10,000.00		10,000.00		10,000.00		10,000.00	100.00		1,000.00
Electrical	10,000.00		10,000.00		10,000.00		10,000.00	100.00		1,000.00
Test & Balance	1,320.00		1,320.00		1,320.00		1,320.00	100.00		132.00
Totals:	112,500.00		112,500.00	46,486.20	51,013.80		97,500.00	86.67	15,000.00	9,750.00

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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16234

SUBJECT: PACE BUS SHELTER AGREEMENT

RECOMMENDATION: That the Board of Trustees approve the Pace Bus Shelter Agreement granting ownership to Triton College of existing on campus bus shelters. Pace will install a Bus Tracking System Digital Display to Student Center Bus Shelter. There is no cost to the College for this Agreement.

RATIONALE: Triton College will assume ownership of three (3) existing on campus Bus Shelters as well as have all advertising rights to Ad displays on those shelters. Pace will also install Bus Tracking System Digital Display to Student Center Bus Shelter all at no cost to Triton College. Advertising must comply with Pace advertising guidelines.

Submitted to Board by: Sean Sullivan
(Vice President) Sean O'Brien Sullivan

Board Officers' Signatures Required:

<u>Mark R. Stephens</u> Chairman	<u>Diane Viverito</u> Secretary	<u> </u> Date
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Related forms requiring signature: Yes X No

ADVERTISING TRANSIT SHELTER AGREEMENT

THIS ADVERTISING TRANSIT SHELTER AGREEMENT (“Agreement”) is made by Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation, (“Pace”) and Triton College, an Illinois public community college and unit of local government, (“Triton”). Pace and Triton are sometimes individually referred to as “Party” and collectively referred to as “Parties” in this Agreement.

RECITALS

WHEREAS, Pace was established under the Regional Transportation Authority Act (70 ILCS 3615/1.01 *et seq.*) to aid and assist public transportation in the six county Northeastern Illinois area;

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance;

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes and encourages intergovernmental cooperation;

WHEREAS, the Parties are units of government within the meaning of Article VII, Section 10 of the Constitution of the State of Illinois (Ill. Const. art. VII, § 10) and have the power and authority to enter into this Agreement;

WHEREAS, Triton owns the real property comprising Triton’s campus, which has a main address of 2000 Fifth Avenue, River Grove, IL 60171, (“Property”);

WHEREAS, the Parties entered into an Advertising Transit Shelter Agreement on December 22, 1999 in connection with the installation and maintenance of three Pace-owned transit shelters (“Shelters”) located on the Property as depicted in the attached Exhibit A and entered into an Addendum to said Advertising Transit Shelter Agreement on February 1, 2011 in connection with Shelter advertising (said Advertising Transit Shelter Agreement and Addendum are collectively referred to as “1999 Agreement”);

WHEREAS, the 1999 Agreement was terminated effective 12:01 a.m. Central Standard Time on November 9, 2018 (“1999 Agreement Termination”);

WHEREAS, a Pace-owned bus stop sign (“Bus Stop Sign”) is located adjacent to each Shelter;

WHEREAS, the Shelters and Bus Stop Signs remain on the Property, and the Parties want to identify their respective rights and obligations in connection therewith;

WHEREAS, Pace wants to install a bus tracker sign (“BTS”) on the Shelter located west of Fifth Avenue and north of Hemingway Drive, near Entrance B of Triton’s Student Center (“Student Center Shelter”); and

WHEREAS, the term “Shelter” or “Shelters” may include, but may not be limited to, such shelter-related facilities and amenities as benches, trash receptacles, and lighting.

NOW, THEREFORE, in consideration of the foregoing Recitals, the mutual promises contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Grant and Scope of License.** Triton grants to Pace a non-exclusive license to use those portions of the Property upon which the Shelters and Bus Stop Signs are located for all installation, maintenance, repair, replacement, and/or removal work that Pace may perform or cause to have performed under this Agreement (“License”). Triton shall: (a) allow the public to use the Shelters in connection with boarding and alighting from Pace buses; (b) allow Pace, its directors, officers, agents, employees, contractors, and subcontractors, and the public to use such other portions of the Property as may be necessary and/or convenient for pedestrian access, ingress, and egress to and from the Shelters and Bus Stop Signs; (c) allow Pace, its directors, officers, agents, employees, contractors, and subcontractors, to use such other portions of the Property as may be necessary and/or convenient for vehicular access, ingress, and egress to and from the Shelters and the Bus Stop Signs; and (d) prevent obstruction or interference with such access, ingress, and egress to and from the Shelters and the Bus Stop Signs. Triton shall not be entitled to any payment for the License.

2. **Effective Date.** This Agreement shall be in effect beginning 12:02 a.m. Central Standard Time on November 9, 2018 (“Effective Date”).

3. **Term and Termination.** This Agreement shall remain in effect for an initial term of five years following the installation of the BTS on the Student Center Shelter (“Initial Term”). Upon expiration of the Initial Term, this Agreement shall continue in full force and effect unless terminated by a Party upon 90 days’ advance written notice to the other Party.

4. **License Revocation.** Triton may revoke the License only after expiration of the Initial Term and upon 90 days’ advance written notice to Pace. Notwithstanding the provisions of paragraph 3, this Agreement shall terminate in the event of such revocation.

5. **Shelter Ownership.** Pace hereby sells, assigns, transfers, and sets over to Triton the Shelters as of the Effective Date. Pace shall not assert any claim to or otherwise affect Triton’s ownership in the Shelters as of the Effective Date.

6. **Bus Stop Sign and BTS Ownership.** The Bus Stop Signs and the BTS are and shall remain the sole property of Pace. Triton shall not assert any claim to or otherwise affect Pace’s ownership of the Bus Stop Signs or the BTS.

7. **Shelter Bus Tracker Sign Installation.** Pace, at no cost to Triton, shall install or cause to have installed the BTS on the Student Center Shelter in accordance with the specifications depicted in the attached Exhibit B and applicable building codes and shall obtain or cause to have obtained any necessary permits for such work. An example of the BTS is depicted in the attached Exhibit C. Pace shall have exclusive control of the content displayed on the BTS. Such content includes but is not limited to bus arrival and departure information, bus service alerts, emergency messages, and other bus passenger information. No commercial advertising shall be displayed on the BTS. Pace, at no cost or expense to Triton, shall perform or cause to have performed BTS maintenance and repair.

8. **Shelter Electrical and Internet Service.** Triton, at no cost to Pace, shall furnish or cause to have furnished electrical service to the BTS and the lighting unit on the Student Center Shelter and internet service to the BTS in accordance with applicable building codes and shall obtain or cause to have obtained any necessary permits for such work. Triton shall be responsible for the timely payment of all charges for such electrical and internet service.

9. **Shelter Concrete Pads.** The term “concrete pads” as used in this Agreement may include any sidewalk, shared-use path, or such other paved area that may be required under the Americans with Disabilities Act and implementing regulations in connection with the Shelter. The existing concrete pads shall be utilized for the Shelters. The concrete pads shall be part of the Property. Triton, at no cost or expense to Pace, shall be responsible for the administration, control, reconstruction, and maintenance of the concrete pads.

10. **Shelter Signs and Markings.** No later than 30 days from the date Pace signs this Agreement, Triton shall: (a) remove from each Shelter any signs and markings identifying the Pace name and/or logo; (b) remove from each Shelter any signs and markings identifying Pace’s contractors or subcontractors, including Titan and Intersection; and (c) install on each Shelter a sign indicating that the Shelter is owned, operated, and maintained by Triton. In the absence of Triton’s timely removal and installation of the signs and markings, Pace may perform or cause to have performed such work in which event Triton shall be obligated to promptly reimburse Pace for actual cost thereof.

11. **Shelter Repair and Maintenance.** Triton, at no cost or expense to Pace, shall perform or cause to have performed: (a) Shelter repair and/or removal within two business days of notification from Pace that a Shelter is damaged or that a Shelter’s condition presents a threat to public safety; (b) Shelter replacement in accordance with applicable building codes and provisions of the Americans with Disabilities Act and implementing regulations within 180 days from Shelter removal; (c) Shelter maintenance, including cleaning and removal of debris and garbage no less than once per week; and (d) Shelter snow removal within seven days after any snowfall of more than two inches. In the absence of Triton’s timely Shelter repair, replacement, removal, maintenance, and/or snow removal, Pace may perform or cause to have performed such work in which event Triton shall be obligated to promptly reimburse Pace for the actual cost thereof.

12. **Bus Stop Sign and BTS Removal upon Termination.** Within 90 days after termination of this Agreement, Pace, at no cost to Triton, shall remove or cause to have removed the BTS and the Bus Stop Signs.

13. **Shelter Advertising.** Advertising on the Shelters shall conform to Pace’s Advertising Policies/Guidelines (“Guidelines”), which are incorporated into and made a part of this Agreement by this reference. Triton does not approve of alcoholic beverage product advertising on the Shelters. Triton shall be responsible for the installation and removal of Shelter advertising, except Pace shall be responsible for removing, no later than 30 days from the date it signs this Agreement, any advertising existing on the Shelters as of the date it signs this Agreement. No revenue from Shelter advertising shall be shared between the Parties.

14. **Indemnification.** Triton shall indemnify, defend, and hold harmless Pace, its officers, directors, employees, agents, contractors, and subcontractors from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys' fees, for personal injury, loss of life, or property damage resulting from Triton's intentional or negligent acts or omissions concerning the Property or performance of any of its obligations under this Agreement. Pace shall indemnify, defend, and hold harmless Triton and Triton's officers, directors, employees, agents, contractors, and subcontractors from and against any and all liability, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, expenses, and costs, including attorneys' fees, for personal injury, loss of life, or property damage resulting from Pace's intentional or negligent acts or omissions concerning the performance of any of its obligations under this Agreement. No Party shall be liable for or be required to indemnify the other Party for claims based upon the intentional or negligent acts or omissions of third persons. Upon written notice by the Party claiming indemnification ("Claimant") to the indemnifying Party ("Indemnitor") regarding any claim which Claimant believes to be covered under this paragraph, Indemnitor shall appear and defend all suits brought upon such claim and shall pay all costs and expenses incidental thereto, but Claimant shall have the right, at Claimant's option and expense, to participate in the defense of any suit, without relieving Indemnitor of Indemnitor's obligations under this paragraph.

15. **Insurance.** Throughout the term of this Agreement and for a period of one year thereafter:

- (a) Pace shall maintain or cause to be maintained: (i) Commercial General Liability Insurance (Broad Form) with an occurrence limit not less than \$1,000,000 and an aggregate limit not less than \$2,000,000 that also includes a Personal and Advertising Injury Limit of not less than \$1,000,000; (ii) Business Automobile Liability Insurance with a Combined Single Limit of not less than \$1,000,000 per accident for bodily injury and property damage combined; (iii) Workers Compensation Insurance with limits of Coverage A – Statutory Benefits and Coverage B – Employers Liability of \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee, and \$1,000,000 Disease-Policy Limit, including a Workers Compensation Waiver of Subrogation; and (iv) Umbrella Liability Insurance with limits of not less than \$4,000,000 each occurrence and \$4,000,000 aggregate coverage. Pace shall name or cause to be named Triton as an additional insured on the Commercial General Liability and Business Automobile Liability Insurance policies.
- (b) Triton shall maintain or cause to be maintained: (i) Commercial General Liability Insurance (Broad Form) with an occurrence limit not less than \$1,000,000 and an aggregate limit not less than \$2,000,000 that also includes a Personal and Advertising Injury Limit of not less than \$1,000,000; (ii) Business Automobile Liability Insurance with a Combined Single Limit of not less than \$1,000,000 per accident for bodily injury and property damage combined; (iii) Workers Compensation Insurance with limits of Coverage A – Statutory Benefits and Coverage B – Employers Liability of \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee, and \$1,000,000 Disease-Policy Limit, including a Workers Compensation Waiver of Subrogation; and (iv) Umbrella Liability Insurance with limits of not less than \$4,000,000 each occurrence and \$4,000,000 aggregate coverage. Triton shall name or cause to be named the Regional

Transportation Authority (RTA) and Pace, the Suburban Bus Division of the RTA, as additional insureds on the Commercial General Liability and Business Automobile Liability Insurance policies.

Any company writing insurance that the Parties are required to maintain under this paragraph shall at all times have at least a Best's rating of A-VIII. Upon its execution of this Agreement, each Party shall provide written proof of the insurance required of that Party under this paragraph to the other Party.

16. **Compliance with Laws.** The Parties shall comply with all local, state, and federal laws, statutes, ordinances, and rules applicable to this Agreement, including but not limited to section 2-105(A)(4) of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)).

17. **Headings.** The section headings contained in this Agreement are for reference and convenience only and shall not affect the meaning or interpretation of this Agreement.

18. **Waiver.** Failure of a Party to exercise any right or pursue any remedy under this Agreement shall not constitute a waiver of that right or remedy.

19. **Binding Effect.** This Agreement shall be binding upon the Parties and their respective directors, officers, employees, agents, representatives, successors, and approved assigns.

20. **Entire Agreement and Non-Reliance.** This Agreement, including the introductory Recitals and any attached exhibits, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between the Parties and supersedes any prior written or oral understandings, agreements, or representations between the Parties that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, shall be implied or impressed upon this Agreement.

Triton represents and warrants that: (a) Triton has conducted such independent review, investigation, and analysis (financial and otherwise) and obtained such independent legal advice as desired by Triton to evaluate this Agreement and the transaction(s) contemplated by this Agreement; (b) Pace has not made any representations or warranties to Triton with respect this Agreement and the transaction(s) contemplated by this Agreement, except such representations and/or warranties that are specifically and expressly set forth in this Agreement; and (c) Triton has relied only upon such representations and/or warranties by Pace that are specifically and expressly set forth in this Agreement and has not relied upon any other representations or warranties (whether oral or written or express or implied), omissions, or silences by Pace. Without limiting any representations and/or warranties made by Pace that are specifically and expressly set forth in this Agreement, Triton acknowledges that Pace will not have or be subject to any liability to Triton resulting from the distribution to Triton or Triton's use of any information, including any information provided or made available to Triton or any other document or information in any form provided or made available to Triton, in connection with this Agreement and the transaction(s) contemplated by this Agreement.

21. **Conflict.** In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to this Agreement, the terms and conditions of this Agreement shall control.

22. **Survival.** Any provision of this Agreement that imposes an obligation after termination of this Agreement shall be deemed to survive termination of this Agreement.

23. **Severability.** If any provision of this Agreement is held invalid or unenforceable by an Illinois court of competent jurisdiction, such provision shall be deemed severed from this Agreement and the remaining provisions of this Agreement shall remain in full force and effect.

24. **Assignment.** No Party shall assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement without the prior written consent of the other Party.

25. **Amendment.** No changes, amendments, or modifications to this Agreement shall be valid unless in writing and signed by the duly authorized signatory of each Party.

26. **Notice.** Any notice under this Agreement shall be in writing and shall be given in the following manner:

- (a) by personal delivery (deemed effective as of the date and time of delivery);
- (b) by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company); or
- (c) registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the second business day following deposit of the notice in the U.S. mail).

Business days are defined as Monday through Friday, excluding federal holidays. Business hours are defined as 8:00 a.m. to 5:00 p.m. Central Standard Time on Monday through Friday, excluding federal holidays. The notice shall be addressed as follows or addressed to such other address as either Party may from time to time specify in writing to the other Party:

Pace:

550 W. Algonquin Road
Arlington Heights, Illinois 60005
Attention: Department Manager, Marketing

Triton:

2000 Fifth Avenue
River Grove, IL 60171
Attention: Facilities Management Department

27. **Governing Law, Jurisdiction, and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and the Parties submit to the exclusive jurisdiction and venue of the state courts of Cook County, Illinois for any dispute arising out of or related to this Agreement.

28. **Illinois Freedom of Information Act.** Pace is subject to the Illinois Freedom of Information Act, as amended, (5 ILCS 140/1 et seq.) (“FOIA”); therefore, this Agreement is subject to inspection, copying, and disclosure pursuant to FOIA.

29. **Authorization.** The signatories to this Agreement represent and warrant that they have full authority to sign this Agreement on behalf of the Party for whom they sign. If a Party signs this Agreement but fails to date its signature, the date that the other Party receives the signing Party’s signature on this Agreement shall be deemed to be the date that the signing Party signed this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized signatory on the dates below.

PACE

TRITON

By: _____
Signature

By: _____
Signature

Print Name: _____

Print Name: Mark Stephens

Title: Executive Director

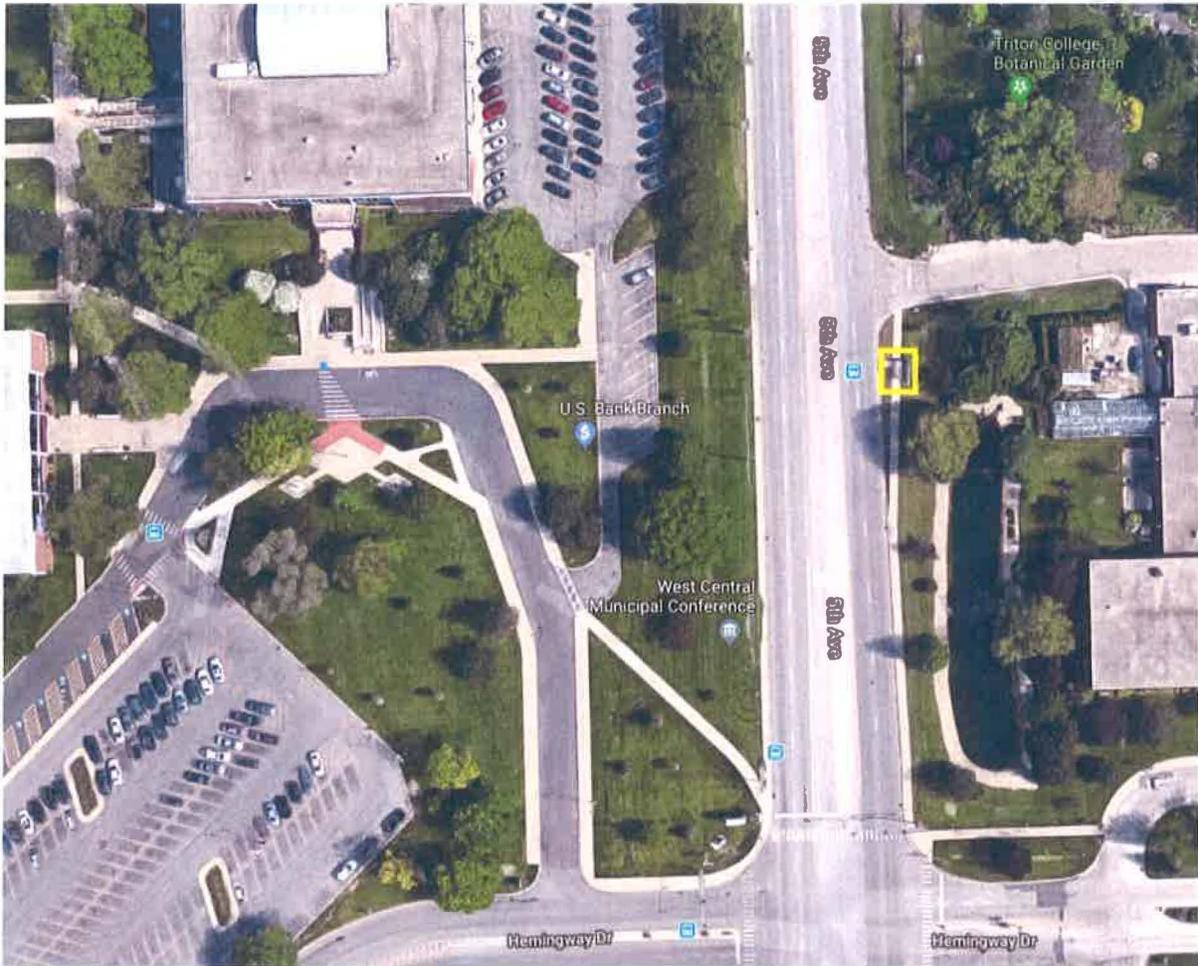
Title: Board Chairman

Date: _____

Date: December 18, 2018

EXHIBIT A

Shelter located approximately 150 feet north of Hemingway Drive at the entrance of Triton Botanical Gardens (area outlined in yellow)



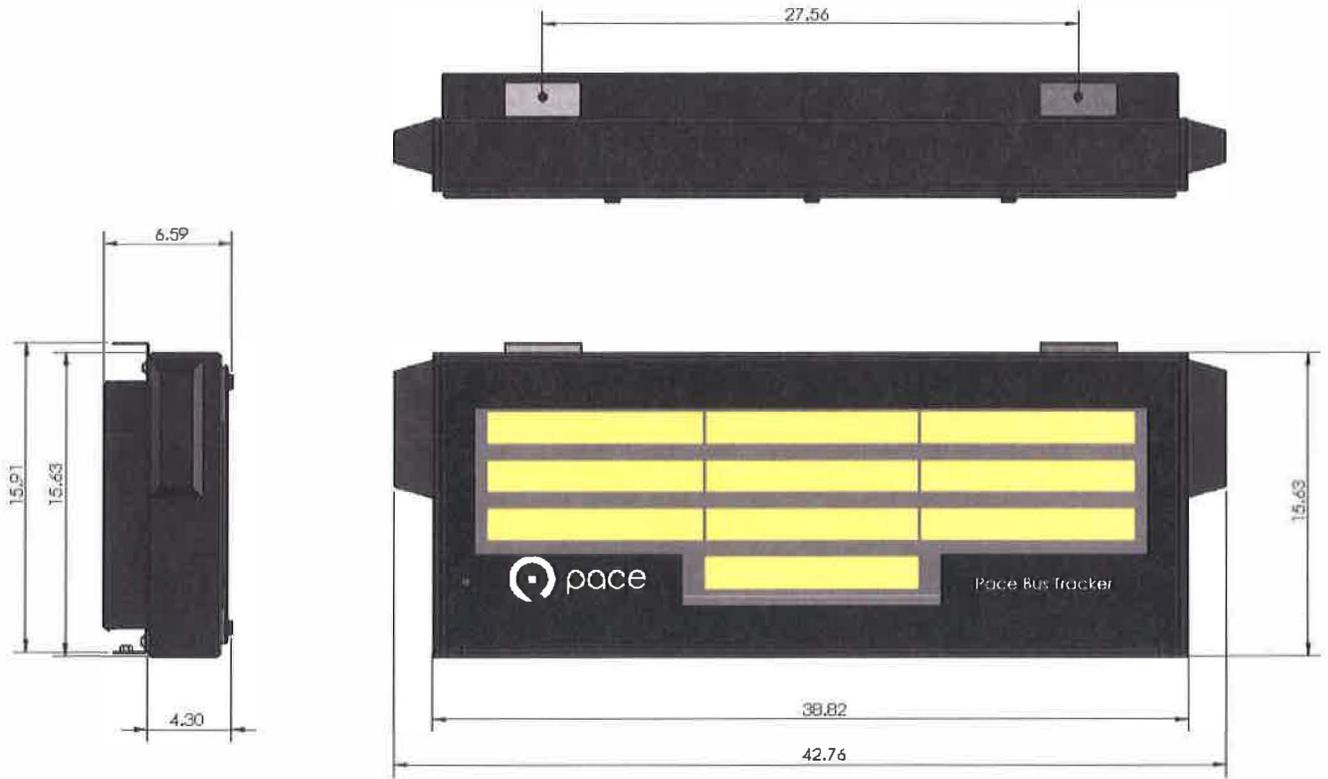
Shelter located on the west side of Fifth Avenue and east of the Cernan Earth and Space Center (area outlined in purple)



Student Center Shelter (area outlined in blue)



EXHIBIT B



Dimensions in inches

EXHIBIT C



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

Meeting of December 18, 2018

ACTION EXHIBIT NO. 16235

SUBJECT: COLLEGE CURRICULUM RECOMMENDATION DECEMBER

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

RATIONALE: This recommendation was approved by the College Curriculum Committee on November 1, 2018 and December 6, 2018 and approved by the Academic Senate on November 13, 2018 and December 11, 2018.

Submitted to Board by: _____



(Vice President) Debra Baker

Board Officers' Signatures Required:

Mark R. Stephens
Chairman

Diane Viverito
Secretary

Date

Related forms requiring signature: Yes _____ No X

MEMO

TO: Debra Baker
FROM: Julianne Murphy
DATE: Thursday, November 29, 2018
RE: College Curriculum Committee Item(s) from November 1, 2018
for Academic Senate on November 13, 2018

CCC Number Item/Description and Summary

U213E AAT/Early Childhood Education Effective Date: 1/21/2019

Proposal Type: Delete Curriculum
Summary: withdraw curriculum
Rationale: Per ICCB, the A.A.T. Degree is no longer an approved degree. Students have been advised to switch to the corresponding A.A. Degree programs. No students can be admitted to A.A.T. effective immediately.

U213M AAT/Secondary Mathematics Effective Date: 1/21/2019

Proposal Type: Delete Curriculum
Summary: withdraw curriculum
Rationale: Per ICCB, the A.A.T. Degree is no longer an approved degree. Students have been advised to switch to the corresponding A.A. Degree programs. No students can be admitted to A.A.T. effective immediately.

U213P AAT/Special Education Effective Date: 1/21/2019

Proposal Type: Delete Curriculum
Summary: withdraw curriculum
Rationale: Per ICCB, the A.A.T. Degree is no longer an approved degree. Students have been advised to switch to the corresponding A.A. Degree programs. No students can be admitted to A.A.T. effective immediately.

U213S AAT/Secondary Science Effective Date: 1/21/2019

Proposal Type: Delete Curriculum
Summary: withdraw curriculum
Rationale: Per ICCB, the A.A.T. Degree is no longer an approved degree. Students have been advised to switch to the corresponding A.A. Degree programs. No students can be admitted to A.A.T. effective immediately.

C217C Radiologic Technology Effective Date: 1/21/2019
Lab Fee: \$0.00

Proposal Type: Revised Curriculum
Summary: program description change: Program Objectives and Learning Outcomes have been added to the curriculum description
Rationale: Program Objectives and Program Learning Outcomes were added to align with the Assessment process.

BIS 108 Biology of Humans Effective Date: 1/21/2019

Proposal Type: Revised Course
Summary: BIS 108 has been updated to the most curriculum format and updated to include current textbook from 3rd to 6th edition.
Rationale: to conform with the current curriculum format

U224A21 English and Rhetoric (AA Degree emphasis) Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program description change: Program Objectives and Learning Outcomes have been added to the curriculum description
Rationale: Program Objectives and Program Learning Outcomes were added to align with the Assessment process.

CCC Number **Item/Description and Summary**

C336A **Personal Trainer Certificate** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum

Summary: program description change: Program Objectives and Learning Outcomes have been added to the curriculum description; added HTH 216, PED 172, PED 180 as elective options

Rationale: Program Objectives and Learning Outcomes have been added to the curriculum description for Assessment purposes. Three advanced certificates were inactivated (C536A, C536C, C536B), HSES and their Advisory Committee agreed to include three courses, one from each advanced certificate, as elective options for the Personal Trainer students, which will allow those student who wish to specialize in one of the areas of group fitness, sports conditioning, or clinical exercise to complete the course. One of each class from the three inactivated certificates was added as elective options to this certificate allowing students to specialize in one of the areas of fitness. The Advisory Committee was notified, then reviewed and approved these changes

U230A36 **Health, Sport & Exercise Science (AS Degree emphasis)** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum

Summary: Program Objectives and Learning Outcomes have been added to the program description; added PED 153 (as required HSES course option), HTH 110 (in Wellness Concentration); deleted EDU 207 and EDU 215; moved PED Teaching Concentration combined with Coaching Concentration and named Physical Education and Coaching Concentration. Wellness and Nutrition Concentration is now Health and Wellness Concentration. Sport Management and Recreation Concentration is now Sport Management, Fitness, and Recreation Concentration.

Rationale: PED 153 was added as required for HSES to address program outcome of the impact of exercise on the anatomy and physiology of the human body, which increases the HSES required courses to 13-14 credit hours, so the concentration credits decreases from 9 to 6 required hours. Within each concentration students will now have the option of selecting from optional courses to earn those 6 credits. Physical Education Teaching and Coaching Concentration was combined. Concentration revised to provide a pathway for students interested in a physical education teaching career or a coaching career opportunity. Selected courses offer a path to an Associate's Degree that readies the student to transfer to a four-year college or university. PED 150 was added as an option within concentration. EDU courses were removed, as they should be 300-level courses. PED 201 and PED 100 activity courses were moved into PE Teaching/Coaching from Sport Management Concentration because the student will have an understanding of the officiating profession, as well as giving the student another career opportunity. The title for the Sport Management and Recreation Concentration was changed to Sport Management, Fitness, and Recreation to better serve and provide opportunity for students who choose to seek entry into sport, fitness, and recreation career fields. With an enhanced concern for health and fitness, increases in health club memberships, athletic, and fitness programs are needed for professionals to organize, manage, and direct them. The title for Wellness and Nutrition Concentration changed to Health and Wellness to comply with advisory committee recommendation and meet the growing needs for academics and professionals in developing and implementing of strategies to improve the health and wellness of individuals and communities. HTH110 was added as an option within concentration. The Advisory Committee was notified and then reviewed and approved these changes.

CCC Number Item/Description and Summary

C536A Clinical Exercise Specialist Effective Date: 1/21/2019
Advanced Certificate

Proposal Type: Inactive Curriculum

Summary: program inactivated

Rationale: About 4 years ago 3 Advanced Personal Trainer certifications were created for those students who completed the Personal Trainer Certification (C336A) could continue on with a "specialization" in a particular area of fitness: Group Fitness, Clinical Exercise, or Sports Conditioning. Each of these advanced certificates were an additional 3 courses and 9 additional credits above and beyond the preliminary Personal Trainer Certificate (C336A). We do not have any interest in these advanced certificates from students and do not have sufficient number of enrollment to ever run any classes in these areas. Currently 1 student is enrolled in Sports Conditioning, 1 student in Group Fitness, and no students in Clinical Exercise Specialist. We do not have sufficient faculty to continue to promote and subsequently offer these specializations. HSES has ascertained input from their advisory committee into the potential of deleting these options of advanced certificates and instead moving one of the courses from each area into the elective option of the Personal Trainer Certificate so that students who wish to specialize could incorporate the class into their primary certificate, rather than taking 3 additional courses. The advisory committee agreed with the proposal to inactivate then withdraw the advanced certifications, with the revision of (C336A), which includes one course from each advanced certification. HSES has been offering the 30 credit hour Personal Trainer Certificate (C336A) for many years and includes around 10 classes, one of which is an elective option. The Personal Trainer Certificate is very successful and has many students enrolled. HTH 215 will be deleted. HTH216 was revised to add content from HTH 215 and will be added into the Personal Trainer Certificate C336A as an elective option.

C536B Sports Conditioning Advanced Effective Date: 1/21/2019
Certificate

Proposal Type: Inactive Curriculum

Summary: program inactivated

Rationale: About 4 years ago 3 Advanced Personal Trainer certifications were created for those students who completed the Personal Trainer Certification (C336A) could continue on with a "specialization" in a particular area of fitness: Group Fitness, Clinical Exercise, or Sports Conditioning. Each of these advanced certificates were an additional 3 courses and 9 additional credits above and beyond the preliminary Personal Trainer Certificate (C336A). We do not have any interest in these advanced certificates from students and do not have sufficient number of enrollment to ever run any classes in these areas. Currently 1 student is enrolled in Sports Conditioning, 1 student in Group Fitness, and no students in Clinical Exercise Specialist. We do not have sufficient faculty to continue to promote and subsequently offer these specializations. HSES has ascertained input from their advisory committee into the potential of deleting these options of advanced certificates and instead moving one of the courses from each area into the elective option of the Personal Trainer Certificate so that students who wish to specialize could incorporate the class into their primary certificate, rather than taking 3 additional courses. The advisory committee agreed with the proposal to inactivate then withdraw the advanced certifications, with the revision of (C336A), which includes one course from each advanced certification. HSES has been offering the 30 credit hour Personal Trainer Certificate (C336A) for many years and includes around 10 classes, one of which is an elective option. The Personal Trainer Certificate is very successful and has many students enrolled. HTH 215 will be deleted. HTH216 was revised to add content from HTH 215 and will be added into the Personal Trainer Certificate C336A as an elective option.

CCC Number Item/Description and Summary**C536C Group Fitness Instructor Effective Date: 1/21/2019**
Advanced Certificate**Proposal Type:** Inactive Curriculum**Summary:** program inactivated**Rationale:** About 4 years ago 3 Advanced Personal Trainer certifications were created for those students who completed the Personal Trainer Certification (C336A) could continue on with a "specialization" in a particular area of fitness: Group Fitness, Clinical Exercise, or Sports Conditioning. Each of these advanced certificates were an additional 3 courses and 9 additional credits above and beyond the preliminary Personal Trainer Certificate (C336A). We do not have any interest in these advanced certificates from students and do not have sufficient number of enrollment to ever run any classes in these areas. Currently 1 student is enrolled in Sports Conditioning, 1 student in Group Fitness, and no students in Clinical Exercise Specialist. We do not have sufficient faculty to continue to promote and subsequently offer these specializations. HSES has ascertained input from their advisory committee into the

potential of deleting these options of advanced certificates and instead moving one of the courses from each area into the elective option of the Personal Trainer Certificate so that students who wish to specialize could incorporate the class into their primary certificate, rather than taking 3 additional courses.

The advisory committee agreed with the proposal to inactivate then withdraw the advanced certifications, with the revision of (C336A), which includes one course from each advanced certification.

HSES has been offering the 30 credit hour Personal Trainer Certificate (C336A) for many years and includes around 10 classes, one of which is an elective option. The Personal Trainer Certificate is very successful and has many students enrolled.

HTH 215 will be deleted. HTH216 was revised to add content from HTH 215 and will be added into the Personal Trainer Certificate C336A as an elective option.

HTH 215 Lifestyle Diseases Effective Date: 8/18/2019**Proposal Type:** Delete Course**Summary:** course deleted**Rationale:** HTH 215 was part of Clinical Exercise specialize advanced certificate that is being inactivated and will be deleted in the future. Some topics will be added into HTH 216, Wellness and Exercise for Special Populations, and then added to the Personal Trainer Certificate as an elective option. The topics added to HTH 216 include: lifestyle behaviors related to diseases; prevention, progression, and lifestyle management options of chronic disease; social and psychological issues in training diseased and special population; etiology of diseases and general adaptations to exercise protocol. The Advisory Committee was notified, reviewed and approved these changes.**HTH 216 Wellness and Exercise for Effective Date: 1/21/2019**
Special Populations**Proposal Type:** Revised Course**Summary:** course description change**Rationale:** HTH 216 was part of the Clinical Exercise specialize advanced certificate that is being deleted. The topics were incorporated into HTH 216, Wellness and Exercise for Special Populations, from HTH 215, which was deleted. HTH 216 will be an elective option in the Personal Trainer Certificate. Topics that were added into HTH 216 include: lifestyle behaviors related to diseases; prevention, progression, and lifestyle management options of chronic disease; social and psychological issues in training diseased and special population; etiology of diseases and general adaptations to exercise protocol. Course description amended to clarify exact content of course. The Advisory Committee was notified, reviewed and approved these changes.

CCC Number Item/Description and Summary

DIS 131 Fire/EMS Dispatching Effective Date: 8/18/2019

Proposal Type: Delete Course

Summary: course deleted

Rationale: No students have ever been enrolled in DIS 131, Fire/EMS Dispatching. Due to low enrollment, Public Safety Dispatcher program was never able to run, therefore, the program and course are recommended for withdrawal.

DIS 132 Emergency Medical Dispatcher Effective Date: 8/18/2019

Proposal Type: Delete Course

Summary: course deleted

Rationale: No students have ever been enrolled in DIS 132, Emergency Medical Dispatcher. Due to low enrollment, Public Safety Dispatcher program was never able to run, therefore, the program and course are recommended for withdrawal.

EMS 121 Emergency Medical Responder Effective Date: 8/18/2019

Proposal Type: Delete Course

Summary: course deleted

Rationale: No students have ever been enrolled in EMS 121, Emergency Medical Responder. Due to low enrollment, the Emergency Medical Responder program was never able to run, therefore, the program and course are recommended for withdrawal.

C280A Facilities Engineering Effective Date: 1/21/2019

Proposal Type: Revised Curriculum

Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C380A Facilities Engineering Effective Date: 1/21/2019
Technology Cert

Proposal Type: Revised Curriculum

Summary: program Learning Outcomes were added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C381A Critical Systems Maintenance Effective Date: 1/21/2019
Certificate

Proposal Type: Revised Curriculum

Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C382A Healthcare Facility Maintenance Effective Date: 1/21/2019
Cert

Proposal Type: Revised Curriculum

Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C383A Mobile Maintenance Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum

Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

CCC Number	Item/Description and Summary	Effective Date:	Effective Date:
C384A	Hospitality Facilities Maintenance	1/21/2019	C517G Vascular Technology in Sonography 1/21/2019
Proposal Type:	Revised Curriculum		Proposal Type: Revised Curriculum
Summary:	program Learning Outcomes added		Summary: program Learning Outcomes added
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.
C318A	Certified Medical Assistant	1/21/2019	C244A Emergency Management 1/21/2019
Proposal Type:	Revised Curriculum		Proposal Type: Revised Curriculum
Summary:	program Learning Outcomes added		Summary: program Learning Outcomes added
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.
C217E	Diagnostic Medical Sonography	1/21/2019	C344A Emergency Management Certificate 1/21/2019
Proposal Type:	Revised Curriculum		Proposal Type: Revised Curriculum
Summary:	program Learning Outcomes added		Summary: program Learning Outcomes added
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.
C317E	Diagnostic Medical Sonography Certificate	1/21/2019	C444A Emergency Medical Technician 1/21/2019
Proposal Type:	Revised Curriculum		Proposal Type: Revised Curriculum
Summary:	program Learning Outcomes added		Summary: program Learning Outcomes added
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

CCC Number **Item/Description and Summary**

C243B **Fire Science** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C343B **Fire Science Certificate** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C444D **Basic Operation Firefighter** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Objectives and Outcomes added

Rationale: program Learning Objectives and Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C444E **Company Fire Officer** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C444F **Advanced Fire Officer** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C217B **Nuclear Medicine Technology** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Objectives and Outcomes added

Rationale: program Learning Objectives and Outcomes have been revised/added Through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C218A **Nursing, Associate Degree** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C417E **Nurse Assistant Certificate** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

CCC Number	Item/Description and Summary	Effective Date:	CCC Number	Item/Description and Summary	Effective Date:
NAS 100	Basic Nurse Assistant	1/21/2019	C417G	Sterile Processing Technician	1/21/2019
Proposal Type:	Revised Course		Proposal Type:	Revised Curriculum	
Summary:	repeatable from 0 to 1 time; course description change		Summary:	program Learning Objectives, Outcomes and AHL 101 added; BIS 222 deleted	
Rationale:	NAS 100 was revised to align course objectives with accreditation standards and align the prerequisites with the English Department's requirements and course description was updated to accurately reflect course content. NAS 100 is repeatable to allow students to become proficient in the required		Rationale:	program Learning Objectives and Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval. Prerequisite courses will be eliminated in order to make this a true two semester program. BIS 222, Principles of Microbiology was deleted, as Microbiology content is already contained within SPT 100. Students will be able to select between AHL 101, Essentials of Medical Terminology and AHL 120, Comprehensive Medical Terminology, as a program elective (rather than a prerequisite).	
NAS 101	Nurse Assistant Care of Patients with Alzheimer's	1/21/2019	C248A	Architecture Degree	1/21/2019
Proposal Type:	Revised Course		Proposal Type:	Revised Curriculum	
Summary:	repeatable from 0 to 1 time; prerequisite 'NAS 100 or concurrent enrollment'		Summary:	program Learning Outcomes added	
Rationale:	NAS 101 was revised to align the objectives with the accreditation standards and was made repeatable to allow students to become proficient in the required level of skill.		Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.	
C217I	Ophthalmic Technician	1/21/2019	C448T	Architecture	1/21/2019
Proposal Type:	Revised Curriculum		Proposal Type:	Revised Curriculum	
Summary:	Program Learning Objectives and Outcomes added; deleted HTH 281; general education from 18 to 16; total program credits from 63 to 61		Summary:	program Learning Outcomes added	
Rationale:	As many students currently get their CPR certification through outside sources to meet the program requirement, HTH 281, First Aid and CPR is being removed from the curriculum, which reduces the number of total credits and subsequently the cost to the students. Students will need to show proof of their Basic Life Support (BLS) for Healthcare Providers certification prior to attending their clinical rotation at the program affiliates. The OPH Advisory Board approved of this curriculum revision.		Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.	
C216C	Surgical Technology	1/21/2019			
Proposal Type:	Revised Curriculum				
Summary:	program Learning Objectives and Outcomes added				
Rationale:	program Learning Objectives and Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.				

CCC Number	Item/Description and Summary	Effective Date:		CCC Number	Item/Description and Summary	Effective Date:	
C448X	Architecture Design Certificate		1/21/2019	C447B	Automotive Brake and Suspension Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C448M	Building Information Modeling Certificate		1/21/2019	C447C	Automotive Engine Performance Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C247D	Automotive Technology Degree		1/21/2019	C447D	Automotive Engine Repair Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C347C	Automotive Technology Certificate		1/21/2019	C447E	Automotive Transmission Repair Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		

CCC Number	Item/Description and Summary	Effective Date:		CCC Number	Item/Description and Summary	Effective Date:	
C247E	Automotive Service Department Management		1/21/2019	C347J	Honda/Acura PACT Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes and AUT 137 added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval. AUT 137 is the first course of a future Diesel Maintenance Certificate that has been requested by local businesses and discussed and approved by the Advisory Committee, which has been added as a recommended elective.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
AUT 137	Diesel Preventative	Effective Date:	1/21/2019	U230A06	Accounting and Business/AS Degree	Effective Date:	1/21/2019
		Lab Fee:	\$50.00	Proposal Type:	Revised Curriculum		
Proposal Type:	New Course			Summary:	program Learning Outcomes added		
Summary:	3 credits; 1 lecture; 4 lab; prerequisite 'AUT 129, AUT 136 and AUT 240'			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
Rationale:	AUT 137 is the first course of a future Diesel Maintenance certificate that has been requested by local businesses and discussed and approved by the Advisory Committee.			C206A	Accounting/Finance Degree	Effective Date:	1/21/2019
C247C	General Motors/AC Delco Degree	Effective Date:	1/21/2019	Proposal Type:	Revised Curriculum		
Proposal Type:	Revised Curriculum			Summary:	program Learning Outcomes added		
Summary:	program Learning Outcomes added			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			C306A	Accounting Assistant Certificate	Effective Date:	1/21/2019
C247J	Honda/Acura PACT Degree	Effective Date:	1/21/2019	Proposal Type:	Revised Curriculum		
Proposal Type:	Revised Curriculum			Summary:	program Learning Outcomes added		
Summary:	program Learning Outcomes added			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.						

CCC Number Item/Description and Summary

C416A Bookkeeping Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C206B Business Management Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C306B Business Management Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C306K Financial Services Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C406D Entrepreneurship Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C501A Certified Public Accountant Pathway Advanced Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C206J Human Resources Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C306F Human Resource Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

CCC Number	Item/Description and Summary	Effective Date:		CCC Number	Item/Description and Summary	Effective Date:	
U230A11	Computer Information Systems Degree		1/21/2019	C407N	A+ Microsoft Technician Accounting Assistant Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
U230A12	Computer Science (Technical)		1/21/2019	C407O	Office Applications Cert-Prep for Microsoft Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C207A	Computer Information Systems Degree		1/21/2019	C407S	Cybersecurity and Information Assurance Cert		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C207S	Cybersecurity and Information Assurance Degree		1/21/2019	C407T	Mobile, Web and Data Science Application Development		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		

CCC Number	Item/Description and Summary	Effective Date:		CCC Number	Item/Description and Summary	Effective Date:	
C407U	Cloud Computing Systems Certificate		1/21/2019	C407M	Network Management Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C407V	Database Systems Certificate		1/21/2019	C407J	Web Technologies Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C407X	Geographic Information Systems		1/21/2019	C407Y	Systems Administration Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C207F	Computer Network and Telecomm System Degree		1/21/2019	C515C	Windows Programming Advanced Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		

CCC Number Item/Description and Summary

U224A43 Criminal Justice Administration Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C243A Criminal Justice Administration Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C443B Criminal Justice Administration Effective Date: 1/21/2019
Law Enforcement

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C446G Carpentry Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C235A Construction Technology Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C446H Plumbing Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C248V ENT/Mechanical Design Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C249V ENT/Mechatronics Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

CCC Number Item/Description and Summary**C348B ENT/Design Certificate Effective Date: 1/21/2019****Proposal Type:** Revised Curriculum
Summary: program Learning Outcomes added**Rationale:** program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.**C446I ENT/Electrical Certificate Effective Date: 1/21/2019****Proposal Type:** Revised Curriculum
Summary: program Learning Outcomes added**Rationale:** program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.**C448S ENT/Fabrication Certificate Effective Date: 1/21/2019****Proposal Type:** Revised Curriculum
Summary: program Learning Outcomes added**Rationale:** program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.**C448V ENT/Mechatronics Certificate Effective Date: 1/21/2019****Proposal Type:** Revised Curriculum
Summary: program Learning Outcomes added**Rationale:** program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.**C448Y ENT/Welding Certificate Effective Date: 1/21/2019****Proposal Type:** Revised Curriculum
Summary: program Learning Outcomes added**Rationale:** program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.**C548E ENT/CAD Advanced Certificate Effective Date: 1/21/2019****Proposal Type:** Revised Curriculum
Summary: program Learning Outcomes added**Rationale:** program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.**C206M Baking and Pastry Degree Effective Date: 1/21/2019****Proposal Type:** Revised Curriculum
Summary: program Learning Outcomes added**Rationale:** program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.**C306H Baking and Pastry Certificate Effective Date: 1/21/2019****Proposal Type:** Revised Curriculum
Summary: program Learning Outcomes added**Rationale:** program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

CCC Number Item/Description and Summary

C206L HIA/Culinary Arts Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C306J Beverage Management Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C420A Culinary Training Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C206H Hotel/Motel Management Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Objectives and Outcomes added

Rationale: program Learning Objectives and Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C406F Hotel/Motel Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Objectives and Outcomes added

Rationale: program Learning Objectives and Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C206F Restaurant Management Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C306C Restaurant Management Certificate Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C201A Horticulture Degree Effective Date: 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

CCC Number **Item/Description and Summary**

C401C **HRT/Ground Maintenance** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

C201E **Sustainable Agriculture Technology Degree** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

U230A31 **Anthropology** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

U224A38 **Philosophy and Logic** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

U224A42 **Psychology** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

U224A44 **Sociology** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

U224A13 **Education** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicating approval is

C220A **Early Childhood Credential Trans Pathway Level IV** **Effective Date:** 1/21/2019

Proposal Type: Revised Curriculum
Summary: program Learning Outcomes added

Rationale: program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.

CCC Number	Item/Description and Summary		Effective Date:	CCC Number	Item/Description and Summary		Effective Date:
C320A	ECE/Credential Continuing Pathway Certificate Level III		1/21/2019	C520A	Early Childhood Adm and Management Advanced Certificate		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C320C	Teacher Aide Certificate		1/21/2019	U230A27	Mathematics		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C420B	Infant/Toddler Care Certificate		1/21/2019	U230A26	Biological Sciences		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C420C	Early Childhood Career Pathway Level II Certificate		1/21/2019	C226B	Biotechnology Laboratory Technician		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		

CCC Number	Item/Description and Summary	Effective Date:		CCC Number	Item/Description and Summary	Effective Date:	
C248C	Graphic Design		1/21/2019	U224A09	Mass Communication-Multimedia		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C348C	Graphic Design Certificate		1/21/2019	U224A50	Art (AFA)		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C249C	Digital Photography Degree		1/21/2019	U224A51	Music (AFA)		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		
C348O	Digital Photography Certificate		1/21/2019	U224A52	Music Technology		1/21/2019
Proposal Type:	Revised Curriculum			Proposal Type:	Revised Curriculum		
Summary:	program Learning Outcomes added			Summary:	program Learning Outcomes added		
Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.			Rationale:	program Learning Outcomes have been revised/added through the work of the 2018-2019 Program Assessment Plan developer. The Assessment Committee has reviewed the outcomes and approves them to move forward through the curriculum process. The Assessment Committee rubric indicates approval.		

Districtwide Schedule of Classes – Summer 2019

The following firms have been invited to submit bids for the Summer 2019 edition of the Districtwide Schedule of Classes. An advertisement for bid was placed in the Chicago Tribune-west cook county zone. Immediately after the closing hour for receiving bids which was 1:00 p.m., local time, Thursday, November 15, 2018 they were publicly opened and read aloud in room A 300. Bids were opened by Nancy Schafer, Purchasing Assistant, and Jim Reynolds, Executive Director of Finance.

COMPANY	NET COST
Woodward Printing Company 11 Means Drive Platteville, WI 53818	\$34,335.00

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

Recommendation along with tabulation is attached.

APPROVED:



Sean O'Brien Sullivan
Vice President - Business Services

A/C Number	01-80100535-540200005
A/C Name	AVP Strategic Marketing -Printing
Budget	\$320,375.00
Prev. Expend.	135,098.80
Schedule	34,335.00
Balance	\$150,094.20

DISTRIBUTION:
B.

MEMORANDUM

To: Sean Sullivan

From: Sam Tolia

Date: 11/20/18

Re: Bid Results

Handwritten signature and date "11/20/18" in black ink.

Four printers submitted a bid for the printing of the Summer 2019 Triton College District wide Combined Schedule. These bids are based on printing 145,000 copies at 80 pages plus cover. The cover prints four-color on 60# Gloss Enamel Text and the body prints two-color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddle stitching, storage and simplified mailing.

The bid is as follows:

Castle Printech	\$50,250
Indiana Printing & Publishing Co.	\$39,491
Breese Publishing Company	\$37,102
Woodward Printing Services	\$34,335

Accepting the bid from Woodward Printing Services is recommended.

Summer 2019 - Districtwide Schedule of Classes

Vendor Name	Breese Publishing	Castle Printech	Woodward Printing Service	Indiana Printing & Publishing Company
145,000	37,102.00	50,250.00	34,335.00	39,101.00
Additional signature +4	39,077.00	1,000.00	3,337.00	1,210.00
+8	39,182.00	2,400.00	4,358.00	2,420.00
+16	41,257.00	5,000.00	6,440.00	4,399.00
Less signature -4	37,477.00	600.00	361.00	1,002.00
-8	35,027.00	1,500.00	1,508.00	2,004.00
-16	31,242.00	2,500.00	3,774.00	5,972.00
Additional M's	225.00	20.00	210.00	256.00
Inserts per 1,000	15.00		25.00	19.00
Delivery	Included	Included	Included	Included
Simplified Mailing	Included	Included	Included	\$6 per 1000
Storage	Included	Included	Included	Included
Other Charges	NA	NA	NA	NA
Total	37,102.00	50,250.00	34,335.00	39,491.00

SPECIFICATIONS

NAME

Summer 2019 Triton College Districtwide Combined Schedule of Classes

PAGES

Please provide quote for 80 page plus cover;
quote cost of plus or minus four-page signatures.

QUANTITY

145,000; give price for additional M's.

SIZE

Tabloid format; 10 1/2" x 12", saddlestitch.

INK

Two color throughout (Black and pms); four-color on front and back cover.

PAPER

Cover: 60# gloss enamel text **Body:** Good quality, 30# newsprint
Note: Clearly indicate whether or not cost of paper is included in base price of bid.

BLEEDS

Cover bleeds 4-sides. Body bleeds 4-sides. (Finished trim size is 10 1/2" x 12").

BINDERY

Saddlestitch.

COPY

Files provided via e-mail approximately Jan. 28, 2019.

PROOFS

A PDF of the complete job is to be submitted to Triton College for approval before printing.

INSERTS

Inserts may be required. Please provide a cost per thousand.

DELIVERY

4,000 schedules are to be delivered approximately Feb 4, 2019, in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

STORAGE

141,000 schedules need to be stored until March 6, 2019.

MAILING/2ND DELIVERY

141,000 copies to be prepared for simplified mailing and delivered approximately March 6, 2019, to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine 60095-9997.

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

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

Quote cost per thousand for simplified mailing.

Printer MUST provide Triton College with a CASS-certified Mailing List or subscription that is valid within 90 days before the mailing date. (Please submit with your final bid.)

The mailing is prepared by the printer in accordance with the Domestic Mail Manual Eligibility Standards (343.6.0)

Printer should also reference DMM (345.6.0 up to and including 345.6.10.6) to be assured all Postal Regulations are met. (Triton College CANNOT make any exceptions to these requirements.)

Printer should furnish to Lori Silvestri at Triton College, Room N-100, a completed, signed receipt of all SCHEDULES DELIVERED, INCLUDING THOSE SENT TO THE POST OFFICE.

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

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

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

Mailing List

Castle Printech
121 Industrial Drive
DeKalb, IL 60115

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

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

Northern Printing Network
1400 S Wolf Road Ste 102
Wheeling, IL 60090

Creasey Printing Services
1905 Morning Sun Ln
Springfield, IL 62711

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

United Graphics LLC
898 Cambridge Dr
Elk Grove Village, IL 60007

Kevin Bryan Company
P.O. Box 470070
Celebration, FL 34747

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

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

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

Creekside Printing
1175 Davis Road
Elgin, IL 60123

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

Regional Publishing Corp
12243 S Harlem
Palos Heights, IL 60463

John S Swift
999 Commerce Ct
Buffalo Grove, IL 60089

Woodward Printing Services
11 Means Drive
Platteville, WI 53818

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

The Viking Printing Group
497 Widgeon Ln
Bloomington, IL 60108

Custom Services
120 W Laura Drive
Addison, IL 60101

Vouge Printers
820 S Northpoint Blvd
Waukegan, IL 60085

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

PA Hutchison Company
400 Pen Ave
Mayfield, PA 18433

Indiana Printing
899 Water St
Indiana, PA 15701

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

Data Reproduction Corporation
4545 Glenmeade Lane
Auburn Hills, MI 48326

Topweb
5450 N Northwest Highway
Chicago, IL 60630

EP Graphics
169 Jefferson St
Berne, IN 46711

Envision3
225 Madsen Dr
Bloomingdale, IL 60108

Midstates Inc
4820 Capital Ave NE
Aberdeen, SD 57401

Roof Top Unit (RTU) Replacement – Building B

Five firms submitted bids for the RTU Replacement Building B Project. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Tuesday, November 20, 2018, the bids were publicly opened and read aloud in room A-302 by Alida Carpenter, Purchasing, and witnessed by John Lambrecht, O & M, Gaspare Pitrello, Arcon Associates, Inc., and representatives from Dekalb Mechanical, FE Moran, Amber Mechanical, MG Mechanical, and Oakbrook Mechanical.

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

Recommendation along with tabulation is attached.

COMPANY	NET COST
MG Mechanical 1513 Lamp Rd Woodstock, IL 60098	\$276,320.00

APPROVED:



Sean O'Brien Sullivan
Vice President – Business Services

A/C Number	03-70109600-58040008
A/C Name	CDB HVAC Rooftops
Budget	\$ 427,700.00
Prev. Expend.	\$ 0.00
Schedule	\$ 276,320.00
Balance	\$ 151,380.00

- CDB Deferred Maintenance Funded

Memorandum

November 27, 2018

To: Sean Sullivan
V.P. Business Services

From: John Lambrecht
Associate Vice President, Facilities



RE: RTU Replacement – Building B



Operations & Maintenance

Triton College received five bids from vendors for the RTU Replacement – Building B Project.

The lowest, qualified bidder was MG Mechanical in the Base Bid amount of \$276,320.00.

The total amount includes the project contingency amount.

Arcon Associates, Inc. has carefully reviewed the bids and recommends that the project be awarded to be awarded to MG Mechanical in the total amount of \$276,320.00.

I support this recommendation and agree that the bid should be awarded to MG Mechanical in the total amount of \$276,320.00.

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

John



November 27, 2018

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

RE: BID RECOMMENDATION
RTU REPLACEMENT - BUILDING B
TRITON COLLEGE
PROJECT NO. 18101

Dear Mr. Lambrecht:

On Tuesday, November 20th at 1:30 P.M. five (5) sealed bids were publicly opened and read for the RTU Replacement Project at Building B. The low qualified bidder was MG Mechanical, in the Bid amount of \$276,320. The Bid includes the project contingency amount.

We contacted MG Mechanical and they have confirmed their bid. The project requirements were reviewed and MG Mechanical demonstrated an understanding of the scope of work and project time line. MG Mechanical has performed on numerous ARCON and Triton College projects with favorable results.

Therefore, ARCON Associates, Inc. recommends that the Board of Trustees, Triton College award the contract for the RTU Replacement Project at Building B to the low qualified bidder, MG Mechanical in the Base Bid and Contingency amount of \$276,320.

Attached is the Bid Tabulation Sheet for your review.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink, appearing to read "Gaspare Pitello".

Gaspare P. Pitello, ALA
Associate Principal

Attachments
WMS/dls
J:\Triton College\18101 Building B RTU Replacement\1 Docs\Bidding\18101 LOR.wpd

Project: RTU Replacement - Building B

Owner: Triton College

Project No.: 18101

Bid Date/Time: Tuesday, November 20, 2018 @ 1:30 P.M.



	CONTRACTOR	BID BOND	BASE BID + 10% CONTINGENCY	TOTAL
1	Amber Heating and Air Conditioning	x	\$295,900.00	\$295,900.00
2	Dekalb Mechanical, Inc.	x	\$328,350.00	\$328,350.00
3	FE Moran	x	\$304,150.00	\$304,150.00
4	MG Mechanical	x	\$276,320.00	\$276,320.00
5	Oak Brook Mechanical Services	x	\$304,920.00	\$304,920.00
6				

TRITON COLLEGE
DISTRICT #504
SUBJECT: Request for Bid

SCHEDULE 2.4
November 6, 2018

The Board of Trustees invites you to submit a proposal on the item(s) listed below.



John Lambrecht
Associate Vice President – Facilities

QUANTITY ARTICLE DESCRIPTION

RTU REPLACEMENT – BUILDING B

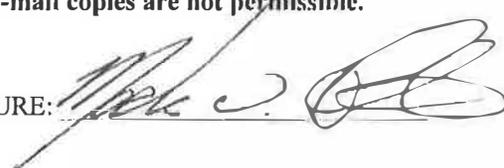
Please visit www.triton.edu/rfp to check for any additional addendums or changes.

RESPONSE OPENING: 1:30 pm, LOCAL TIME, Tuesday, November 20, 2018
Learning Resource Center / Building A / ROOM A-300

QUESTIONS, PLEASE CONTACT ARCON ASSOCIATES, INC. –
Mr. Gaspare Pitrello (630) 495-1900 Ext. 210 or email gppitrello@arconassoc.com

This proposal is to be received by TRITON COLLEGE – BUSINESS OFFICE, ROOM A 306 (Learning Resource Center), located at 2000 Fifth Avenue, River Grove, IL, 60171, on or before 1:30 pm, local time, on Tuesday, November 20, 2018. Facsimile or e-mail copies are not permissible.

FIRM: MG Mechanical Contracting, Inc.

SIGNATURE: 

ADDRESS: 1513 Lamb Road,

CONTACT: Mark W. Gibson

CITY & STATE: Woodstock, IL 60098

TELEPHONE: (815) 334 - 9450

**TRITON COLLEGE
RTU REPLACEMENT – BUILDING B
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

Name of Bidder: MG Mechanical Contracting, Inc.

Address: 1513 Lamb Road,

City, State, Zip: Woodstock, IL 60098

Phone: (815) 334-9450 Contact: Mark W. Gibson

The undersigned acknowledges receipt of:

PROJECT: RTU Replacement – Building B

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Bidder has examined the site and all bidding documents. Shall be responsible for performing all work specifically required by all parts of the bidding documents, including all drawings and specifications for the entire project.

Specifications and ANY and ALL addendums will be posted to the following website:

www.triton.edu/rfp

Bid Opening – Tuesday, November 20, 2018, 1:30 PM, Learning Resource Center, Building A, Room A-300.

**TRITON COLLEGE
RTU REPLACEMENT – BUILDING B
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

Bidder is responsible for checking website for any issued addendums.

Agrees to:

- A. Hold this bid open until 60 calendar days after the bid opening date.
- B. Accept the provisions of the Instructions to bidders regarding disposition of bid security.
- C. Enter into and execute a contract with Triton when awarded on the basis of this bid, and in connection therewith to:
 - 1. Furnish all bonds and insurance in accord with the bidding document
 - 2. Accomplish the work in accord with the Contract

SITE VISIT

Contractors are encouraged to visit the site. Contact ARCON Associates Inc., Gaspare Pitrello, 630/495-1900 Ext. 210 or gppitrello@arconassoc.com for further information.

BID DEPOSIT:

The undersigned furnished herewith as required, bid security in the amount of 10% of the amount bid in the form of cashier's check _____, certified Check, _____ made payable to the Owner or bid bond ✓ _____, naming the College as obligee. (Bidder to check form of deposit furnished).

It is understood and agreed that should the undersigned fail to enter into a contract with the College or furnish acceptable contract security within the time and in the manner herein provided, the bid deposit shall be retained by the College as liquidated damages and not as a forfeiture. As it is impossible to determine precisely and exact amount of damages the College will sustain, it is agreed that the bid deposit is a fair and equitable estimate of damages.

Bidder shall also be required to comply with State of Illinois laws on preference employment, as outlined in IL. Rev. Stat. CH. 48 269-28-285 "Preference to Citizens on Public Works Projects".

BID WILL BE "NON RESPONSIVE" IF THESE REQUIREMENTS ARE NOT FULFILLED

**TRITON COLLEGE
RTU REPLACEMENT – BUILDING B
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

ADDENDA

The undersigned hereby acknowledges receipt of the following Addenda and has included the provisions of same in this Bid. (List by number and date appearing on each addendum)

Addendum No.

Dated

 N/A as of 11/20/18

BID ACCEPTANCE

If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within the time noted herein, after the bid opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that he will execute a construction contract (A.I.A. Document A101, 2007 Edition.) in accordance with the bids as accepted. He will obtain performance and payment bonds with such surety or sureties as the Owner may approve, cost of which shall be included in the base bid.

ARBITRATION: All references to arbitration in any portion of the contract documents are deleted. All disputes arising under this agreement shall be resolved in the Circuit Court of Cook County.

PAYMENT: Payments will be processed monthly based on completion of services as determined by Owner in the Owner's sole determination.

CHANGE ORDERS: Change orders will not be approved unless prior written authorization is received by the Owner and the policy and procedures of Owner have been strictly adhered to. Owner is a governmental entity which cannot, by law, be obligated to pay for any change not authorized and in compliance with applicable laws, regulations and policies. All requests for changes shall be in writing and accompanied by adequate supporting documentation. Contractor shall, upon request complete any form for a change that may be required or requested by Owner or its architect.

The College reserves the right to award the contract to its best interests, to any or all bids, to waive informalities, in bidding and to hold all bids for the bid guarantee period, a period of 60 days after bid opening.

The Undersigned:

Having examined the site of the work, and having familiarized himself with local conditions affecting the cost of the work and with all requirements of the specifications and duly issued addendum, hereby agrees to perform all work and furnish all labor, material and equipment

**TRITON COLLEGE
RTU REPLACEMENT – BUILDING B
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

specifically required of him by the specifications and such additional work may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

Agrees:

To furnish and/or install the described services for stated price.

To hold this bid open until 60 calendar days after the bid opening date.

To enter into and execute a contract with the College, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish bid security and insurance in accordance
2. Accomplish the work in accord with the contract

REPRESENTATIONS AND CERTIFICATIONS

The bidder makes the following representations and certifications as part of his bid on the project herein identified in the Bid proposal. In the case of a joint venture bid, each party represents and certifies as to his own organization.

AVAILABILITY: The number and amount of contracts and awards pending which I am and/or will be obligated to perform, now and during the course of the project, will not interfere with or hinder the timely prosecution of my work.

INDEPENDENT PRICE DETERMINATION: The contract sum in this bid has been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.

PREVAILING WAGE: The contractor and each subcontractor shall pay not less than the prevailing rate of hourly wages for Work of a similar character in the locality in which the Work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime Work in the performance of Work under this contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois Revised Statutes, Chapter 48, Section 39s-1 et seq.

Pursuant to Illinois Revised Statutes, Chapter 48, Section 39s-5 the contractor and each subcontractor shall keep an accurate record showing the names and occupation of all laborers, Workers and mechanics employed by them and also showing the actual hourly wage paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor.

The contractor and each subcontractor hereby agree, jointly and severally to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor

**TRITON COLLEGE
RTU REPLACEMENT – BUILDING B
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

under the Illinois Prevailing Wage Act, Illinois Revised Statutes, Chapter 48, Section 39s-1, et seq., or by any laborer, Worker or mechanic employed by the contractor or the subcontractor who alleges that he has been paid for his services in a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or subcontractor of the pendency of such claim, demand, lien or suit.

BID RIGGING/BID ROTATING

The undersigned is not barred from bidding on this project as a result of a violation of either Section 33E-3 (Bid-rigging) or Section 38E-4 (Bid rotating) under Article 33E of Chapter 38 of the Illinois Revised Statutes.

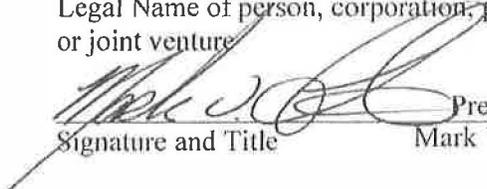
The Contractor Acknowledges:

1. That he understands the specifications
2. That he has the equipment, technical ability, personnel and facilities to construct the project in accordance with the specifications
3. That the specifications are, in his opinion, appropriate and adequate for said project.
4. That he will conform to and abide by the decision of the Owner as to selection of Contractor.

MG Mechanical Contracting, Inc.

Legal Name of person, corporation, partnership
or joint venture

If Corporation, affix Corporate Seal


Signature and Title

President
Mark W. Gibson

Dated 11/20, 2018

**TRITON COLLEGE
RTU REPLACEMENT – BUILDING B
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

If a Corporation

NAME	ADDRESS
<u>MG Mechanical Contracting, Inc.</u>	President <u>Mark W. Gibson</u>
<u>1513 Lamb Road,</u>	Secretary <u>Kim H. Gibson</u>
<u>Woodstock, IL 60098</u>	Treasurer <u>Kim H. Gibson</u>
Corporation, State of <u>Illinois</u>	

If a Partnership

NAME OF PARTNERS	ADDRESS
_____	_____
_____	_____
_____	_____

If a Joint Venture

NAME OF MEMBERS	ADDRESS
_____	_____
_____	_____
_____	_____

Base Scope Project Cost \$ _____

**TRITON COLLEGE
RTU REPLACEMENT – BUILDING B
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

BID SUMMARY FORM

BIDDER NAME: MG Mechanical Contracting, Inc.

BASE BID TOTAL: \$251,200.00 (two hundred fifty one thousand two hundred)

CONSTRUCTION CONTINGENCY (@ 10% OF BASE BID): \$25,120.00 (twenty five thousand one hundred twenty)

TOTAL BID: \$276,320.00 (two hundred seventy six thousand three hundred twenty 00/100)

**TRITON COLLEGE
RTU REPLACEMENT – BUILDING B
BID FORM & BIDDER IDENTIFICATION**

EXHIBIT "A"

SUBMITTAL:

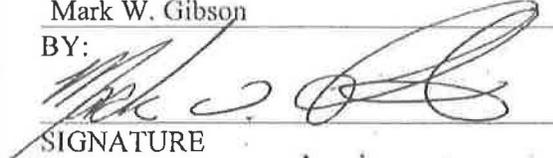
MG Mechanical Contracting, Inc.
BIDDER

1513 Lamb Road,
BIDDER ADDRESS

Woodstock, IL 60098
CITY, STATE AND ZIP CODE

NOVEMBER 20, 2018
DATE

Mark W. Gibson
BY:


SIGNATURE

President
TITLE

(815) 334-9450
BUSINESS TELEPHONE

(815) 334-9453

FAX

estimating@mgmechanical.com
E-MAIL

Envelopes containing bid, bid security and other required documents must be sealed, marked and addressed as follows:

TRITON COLLEGE
RTU Replacement – Building B
Business Office / Purchasing Department / A 306
2000 Fifth Avenue
River Grove IL 60171

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

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

SURETY:

(Name, legal status and principal place of business)

Hudson Insurance Company
100 William Street, 5th Floor
New York, NY 10038
Mailing Address for Notices

1411 Opus Place, Ste. 450

Downers Grove, IL 60515

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Triton College
2000 Fifth Avenue
River Grove, IL 60171

BOND AMOUNT: \$ 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

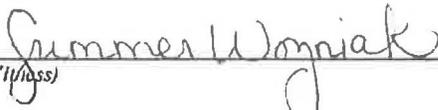
RTU Replacement - Building B

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 20th day of November, 2018



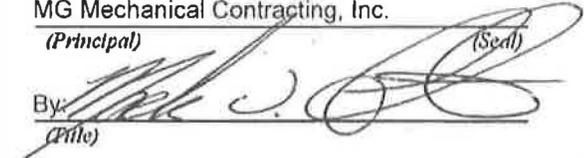
(Title) Witness



(Title) Witness

MG Mechanical Contracting, Inc.

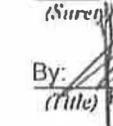
(Principal)

By: 

(Title)

Hudson Insurance Company

(Surety)

By: 

(Title) Kevin J. Scanlon Attorney-in-Fact

(Seal)



State of IL
County of DuPage

SURETY ACKNOWLEDGEMENT (ATTORNEY-IN-FACT)

I, Graciela Casaus Notary Public of DuPage County, in the State of IL,
do hereby certify that Kevin J. Scanlon Attorney-in-Fact, of the Hudson Insurance
Company who is personally known to me to be the same person whose
name is subscribed to the foregoing instrument, appeared before me this day in person, and
acknowledged that he signed, sealed and delivered said instrument, for and on behalf of the
Hudson Insurance Company for the uses and purposes therein set forth.

Given under my hand and notarial seal at my office in the City of Downers Grove in
said County, this 20th day of November, 2018




Notary Public Graciela Casaus
My Commission expires: May 5, 2019



POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Kevin J. Scanlon of the State of IL

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking shall obligate said Company for any portion of the penal sum thereof in excess of the sum of Ten Million Dollars (\$10,000,000.00).

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly attested on this 14th day of December, 2017 at New York, New York.



Attest Dina Daskalakis Corporate Secretary

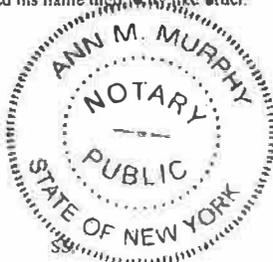
HUDSON INSURANCE COMPANY

By Michael P. Cifone Senior Vice President

STATE OF NEW YORK COUNTY OF NEW YORK SS.

On the 14th day of December, 2017 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto, by like order.

(Notarial Seal)



ANN M. MURPHY Notary Public, State of New York No. 01MU6067553 Qualified in Nassau County Commission Expires December 10, 2021

CERTIFICATION

STATE OF NEW YORK COUNTY OF NEW YORK

The undersigned Dina Daskalakis hereby certifies:

That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOVLED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this 20th day of November, 2018.

(Corporate seal)



By Dina Daskalakis Secretary

TRITON COLLEGE
PURCHASING DEPARTMENT
2000 Fifth Avenue, River Grove, IL 60171

Vendor Application Form

Triton College is requesting information that is necessary to accomplish the Policy of Triton College Board of Trustees. Disclosure of this information is REQUIRED. Failure to provide any information will result in this form not being processed.

INSTRUCTIONS: (Please type or print.) In order to be placed on the Triton College Vendor List, the applicant must complete all sections and sign on the bottom of Page 2. When completed, return the application to the above address, email to nancyshaffer@triton.edu or fax to 708-583-3112.

1. Name of Firm, Street Address, City, State and Zip Code:

MG Mechanical Contracting, Inc.

1513 Lamb Road, Woodstock, IL 60098

Phone Number: 815-334-9450

Fax Number: 815-334-9453

2. Address to which orders or bid proposals are to be mailed (if different from Item 1)

N/A

Federal Employer Identification Number or the Applicant's Social Security Number: 36-4057676

D&B Number: N/A

Company Website: <https://www.mgmechanical.com>

3. Type of Organization (check one)

Individual Partnership Non-Profit Organization Corporation Incorporated under the laws of State of Illinois

4. If a division of a Corporation, show name and address of Parent Company. If Parent Company, list subsidiaries.

N/A

NOTE: SOCIAL SECURITY NUMBER MUST BE USED FOR INDIVIDUAL AND/OR SOLE PROPRIETORSHIP. (See Questions 3 and 4 above.)

5. Identify equipment, supplies, materials, and/or services you desire to furnish. Show brand names of manufacturers or other information that will be helpful to buyers in inviting your firm to bid on agency requests. (Additional items may be submitted on an attached sheet.)

N/A

6. In Compliance with the Illinois Purchasing Act found in the Illinois Public Community College Act, state the name of each individual having a beneficial interest of more than 7 ½ percent in the enterprise and each individual, who, together with spouse or minor children, has a beneficial interest of more than 15 percent in the enterprise. (Applies to individual proprietorships, partnerships and/or corporations.) AS PER ILLINOIS REVISED STATUTES, CH. 127, PAR. 132-11.1, AND CH. 102, PAR. 3, 3.1 AND 3.2.

N/A

6.1 If Applicant is a Corporation; both of the following two columns must be completed:

(a) Corporate Officers

(b) Corporate Directors

Mark W. Gibson, President

Mark W. Gibson, President

Kim H. Gibson, Vice President

Kim H. Gibson, Vice President

6.2 Are any of the persons listed in No. 6. Elected Officials, Members of the General Assembly, Illinois State Employees or the spouse or minor child of such official, assembly member, officer or employee:

No

Yes, please explain:

7. Illinois Department of Central Management Services Business Enterprise Program Classification

- Minority Business Enterprise (MBE)
- Persons with Disability Business Enterprise (PBE)
- Service Disabled Veteran Owned Small Business (SDVOSB)
- Sheltered Workshop (SWS)
- Veteran Owned Small Business (VOSB)
- Women Business Enterprise (WBE)
- Women/Minority Business Enterprise (WMBE)

Include certification documentation with this application.

8. APPLICANT SELF-CERTIFICATION

The undersigned applicant does swear or affirm that:

- (1) The information provided in the Vendor Application Form and/or Applicant Self-Certification Form is true and correct as of the time of signing (Note: Any significant additional or modifying information must be submitted to the College within a reasonable period of time.)
- (2) Neither applicant nor any principal officer or employee, so far as it is known, is now debarred or declared ineligible by any State agency from bidding or otherwise furnishing goods or services to the State, and
- (3) Applicant, its officers or employees, have not been convicted of bribery nor attempted bribery of an officer or employee of the State of Illinois, nor have made an admission of guilt of such conduct that is a matter of record.
- (4) Applicant certifies that it does not pay any dues or fees on behalf of its employees or agents, nor does applicant subsidize or otherwise reimburse them for payment of dues or fees to any unlawfully discriminatory organization.
- (5) Vendor represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations.
- (6) Vendor shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Vendor certifies that it is an equal opportunity employer.
- (7) Vendor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.
- (8) If Vendor has more than 25 employees, vendor certifies that it provides a Drug Free Workplace in compliance with the Drug Free Workplace Act 30 ILCS 580/1 et seq.

You are ~~required~~ to submit a completed W-9 with this application.

Applicant understands that information provided herein may be audited by the State or verified by other means

SIGNATURE

NAME

Mark W. Gibson

TITLE

President

Date

11/20/2018

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. MG Mechanical Contracting Inc.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p style="font-size: x-small;">Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: x-small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 1513 Lamb Road</p> <p>6 City, state, and ZIP code Woodstock, IL 60098</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
3	6	-	4	0	5	7	6	7	6

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ 1-3-2018

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.