

CALL TO ORDER/ROLL CALL

The meeting was called to order in the Boardroom (A300) by Trustee Potter at 4:00 p.m. The roll call was taken.

Members present: Garrick Abezetian, Michael Garrity, Tracy Jennings, Joe Klinger, John Lambrecht, Elizabeth Potter, Melissa Ramirez Cooper, Colleen Rockafellow, Sean Sullivan, Sam Tolia, Orlando Velasquez

Members absent: Stephen Kubiczky, Jim Reynolds

Also present: Paul Jensen, Tina Lilly, Bianca Sola-Perkins, Danielle Stephens

APPROVAL OF MINUTES

Mr. Sullivan made a motion, Ms. Rockafellow seconded, to approve the minutes of the April 3, 2024 Finance meeting. A voice vote was taken and the motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources Report (Joe Klinger):

Added to payroll: \$529,543

Removed from payroll: \$721,473

NET removed from payroll: \$191,930

NEW BUSINESS

Without objection, Mrs. Potter turned the meeting and new business over to Mr. Sullivan.

Business Services

1. Budget Transfers

The committee recommended that the Board of Trustees approve the proposed budget transfers to accommodate institutional priorities.

2. Resolution Authorizing Public Hearing on Proposed FY 2025 Budget

The committee recommended that the Board of Trustees approve a public hearing for the proposed FY 2025 budget that is scheduled on Tuesday, July 16, 2024, at 6:30 p.m. in the Boardroom.

3. Housing Agreement with Concordia University

The committee recommended that the Board of Trustees approve a housing Agreement with Concordia University for up to 30 "NJCAA Division I" student athletes for the 2024-2025 academic year, at a rate of \$11,510 per student athlete,

which is a decrease of \$1,545 per student comparing to last year. The total cost to Triton College, depending on the actual number of housed athletes, will not exceed \$345,300.

4. Vendor Limit Increase to Enterprise Rent-A-Car

The committee recommended that the Board of Trustees approve a vendor limit increase to \$50,000 for FY24 for Enterprise Rent-A-Car that provides vehicles for student travel to athletic events, and other off campus academic venues. This expenditure is allowable per the Illinois Public Community College Act 110 ILCS 805/3-27.1(k), "contracts for goods or services procured from another governmental agency".

5. Green Way Energy Electric Vehicle Charging Stations

The committee recommended that the Board of Trustees approve the purchase of Electric Vehicle Charging Stations from Green Way Energy to be paid for by the "Rev Up-Charging into EV Grant" for a not-to-exceed amount of \$80,000 for FY25.

6. Professional Services Agreement with The Sonnenschein Groupe

The committee recommended that the Board of Trustees approve an Agreement with The Sonnenschein Groupe for services limited to recovering any claim Triton College has in the Payment Card Interchange Fee and Merchant Discount Antitrust Litigation. Triton College shall pay The Sonnenschein Groupe twenty-five percent (25%) of any funds recovered. There is zero cost to the college if no funds are recovered.

Academic and Student Affairs

7. Memorandum of Understanding with North East Multi-Regional Training, Inc.

The committee recommended that the Board of Trustees approve the MOU with North East Multi-Regional Training, Inc. (NEMRT) to provide classroom and office space in the R Building, one office space for NEMRT cadets. NEMRT enrolls its participants in Triton College Criminal Justice Administration courses. This Agreement is effective when signed and runs through June 30, 2025. It will automatically renew for successive one (1) year terms ending June 30th of each year until terminated by either party. Either party may terminate this Agreement at any time by providing a written notice. Any programs in session at the time of termination will be allowed to conclude as scheduled under the same terms and conditions. There is no cost to the college for this Agreement.

8. District 97 Career Exploration Camp

The committee recommended that the Board of Trustees approve an Agreement with Oak Park Elementary School District 97 (D97) to offer a three-week career exploration camp for up to seventy (70) D97 students, from June 10, 2024 to

June 27, 2024, 11:30 AM – 3:30 PM. Triton will provide instruction, classroom/lab space, materials/supplies, daily lunch, and transportation to the Week 2 field trip sites. Triton and D97 staff will be jointly responsible for the supervision of students while on campus and on field trips, and all staff will receive background checks conducted by D97 and paid for by Triton. Transportation between Triton and D97 Middle Schools will be provided by D97. Expenditures will not exceed \$38,000 and will be covered through the Trades School I Grant.

9. Friday Night Place Career Exploration Camp

The committee recommended that the Board of Trustees approve an Agreement with community-based organization Friday Night Place (FNP) to offer a three-week career exploration camp for up to fifty (50) students enrolled in FNP programming, from June 10, 2024 June 27, 2024, 11:30 AM – 3:30 PM. Triton will provide instruction, classroom/lab space, materials/supplies, daily lunch, and transportation to/from Triton and District 97 Middle School as well as the Week 2 field trip sites. Triton and FNP staff will be jointly responsible for the supervision of students while on campus and on field trips, and all will receive background checks paid for by Triton and conducted by School District 97. Transportation between Triton and District 97 Middle School will be provided by Triton. Expenditures will not exceed \$33,000 and will be covered through the Trades School I Grant.

10. Amendment to Gottlieb Agreement

The committee recommended that the Board of Trustees approve an amendment to the current Gottlieb Memorial Hospital Education Affiliation Agreement which adds Spanish Medical Interpreting students to its list of students approved to volunteer at Gottlieb locations to provide interpreting services. Per the original Agreement, volunteer opportunities will be available through January 24, 2027. The addition of Spanish Medical Interpreting students to the current Agreement will be at no cost to the college.

11. GED Course Fees

The committee recommended that the Board of Trustees approve removing the \$3 per credit course fees for all GED courses offered by the Adult Education Department beginning with Fall 2024. The goal is to increase Adult Education enrollment, specifically in Triton's GED preparation program.

12. Parchment LLC for Transcript Delivery Services

The committee recommended that the Board of Trustees approve the contract with Parchment LLC to provide electronic transcript delivery services on behalf of Triton College students; effective once fully signed through June 30, 2024. Beginning again July 1, 2024 with successive one-year automatic renewals through June 30, 2027, unless either party provides notice of intent not to renew. All fees paid to Parchment are paid by students requesting transcripts. There is no cost to the college for this Agreement.

13. NILRC Library Membership & Database Purchases

The committee recommended that the Board of Trustees grant the Library permission to issue an Open Purchase Order to NILRC (Network of Illinois Learning Resources in Community Colleges) that provides group pricing on online databases and library materials and supplies, and organizes professional development opportunities for library and college staff. The term of service is July 1, 2024 to June 30, 2025 and the total cost will not exceed \$75,000.

14. CARLI Library Membership & Database Purchases

The committee recommended that the Board of Trustees grant the Library permission to issue an Open Purchase Order to the University of Illinois at Urbana-Champaign as the fiscal agent for CARLI (Council of Academic and Research Libraries in Illinois) from July 1, 2024 to June 30, 2025, and will cover the annual membership of I-SHARE and database costs not to exceed \$100,000.

15. Agreement with Sign Language Interpreters Inc.

The committee recommended that the Board of Trustees approve the Agreement with Sign Language Interpreters Inc., which is a continuation of the Agreement signed in June 2023 when services were initiated with Sign Language Interpreters Inc. An estimate of the annual cost for this service, based on previous years, is \$80,000.

16. Student Community Employment Experience with Oak Park Art League

The committee recommended that the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program Community Work Experience Partnership Agreement with The Oak Park Art League, from Oak Park, Illinois. Student compensation, if any, is at the discretion of the employer. The Agreement will renew annually, unless cancelled by either party. In the event the Agreement is not renewed, students participating in the employment experiences at the time of expiration will be allowed to complete such assignment under the same terms and conditions. There is no cost to the college for this Agreement.

Information Systems

17. Heartland Business Systems – Purchase of Computer Hardware, Software and Peripherals

The committee recommended that the Board of Trustees approve the purchase of computer hardware, software and services from Heartland Business Systems for FY25 in a not-to-exceed amount of \$450,000. The equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton's technology refresh cycle.

18. Renewal Agreement with Watermark Insights, LLC

The committee recommended that the Board of Trustees approve a two-year renewal maintenance Agreement with Watermark Insights, LLC to provide a site

license to their SmartCatalog product and their Bronze Service Package. The Agreement runs from August 1, 2024 through June 30, 2026, for a cost of \$18,753.64 in FY25 and \$21,381.45 in FY26 for a 23 month total cost to the college of \$40,135.09.

19. Renewal Agreement with Inegrated Document Technologies, Inc. (IDT) for Capsys Capture and Filebound

The committee recommended that the Board of Trustees approve a three-year renewal maintenance Agreement with IDT that provides a subscription license to their Capsys Capture Platform, FileBound Cloud Platform and one upgrade to each platform. The terms of this Agreement will run from July 1, 2024 through June 30, 2027, at an annual rate of \$90,484.05, for a total cost of the three-year Agreement of \$271,452.15.

20. Rave Mobile Safety Service Agreement

The committee recommended that the Board of Trustees approve a three-year renewal Agreement with Rave Mobile Safety that provides the emergency notification platform. The terms of this Agreement will run from July 1, 2024 through June 30, 2027. The annual cost of the renewal is \$15,061.32. The total cost of the three-year Agreement is \$45,183.96.

21. American Digital – Purchase of Network Hardware

The committee recommended that the Board of Trustees approve the purchase of network hardware, services and support from American Digital for Fiscal Year 2025 for a total cost not to exceed \$200,000.

22. CDW Government – Purchase of Computer Software and Peripherals

The committee recommended that the Board of Trustees approve the purchase of computer software, services and peripherals from CDW Government for Fiscal Year 2025 in a not-to-exceed amount of \$100,000. The equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton's technology refresh cycle.

23. Usablenet Service Renewal

The committee recommended that the Board of Trustees approve a two-year renewal Agreement with UsableNet to provide a web accessibility solution for the Triton College website. The terms of this Agreement will run from July 1, 2024 through June 30, 2026, at an annual cost of \$13,283. The total cost of the two fiscal year Agreement is \$26,566.

Communications & Institutional Advancement

24. Agreement with iHeart Media (Digital Advertising)

The committee recommended that the Board of Trustees approve the purchase of search engine advertising and banner ads on iHeart Media to promote Triton College programs and increase enrollment for FY25 for the total cost of \$66,000.

25. Agreement with iHeart Media (Radio)

The committee recommended that the Board of Trustees approve the purchase of radio advertisements, web banners, web streaming, twitch, and additional recruitment opportunities on iHeart Media, on various radio stations, for FY15 for a not to exceed cost of \$135,250.

26. Agreement with Interstate Outdoor Advertising

The committee recommended that the Board of Trustees approve the expenditure paid to Interstate Outdoor Advertising to rent billboard advertising space on North Avenue and Fifth Avenue for FY25 for a not to exceed cost of \$32,500.

27. Agreement with Total Traffic and Weather Network

The committee recommended that the Board of Trustees approve the purchase of advertisements during traffic, news, weather and sports reports from Total Traffic for FY25 for a not to exceed cost of \$35,500.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Finance Exhibits 1 through 27 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

PURCHASING SCHEDULES

B46.13 Triton College Districtwide Combined Schedule of Classes – Fall 2024 – Ms. Daniels recommended that the Board of Trustees accept a proposal for printing Fall 2024 Districtwide Combined Class Schedule submitted by Breese Publishing Company in accordance with their low specified bid of \$51,973.

B46.14 Continuing Ed Guide Triton College – Fall 2024 – Ms. Daniels recommended that the Board of Trustees accept a proposal for printing Fall 2024 Continuing Ed Guide submitted by Woodward Printing in accordance with their low specified bid of \$31,306.32.

B46.15 2025 Ford Police Interceptor Explorer – Ms. Daniels recommended that the Board of Trustees approve the purchase of 1 new 2025 Ford Police Interceptor Explorer that will be added to the Police fleet, replacing 16 year old Police Sedan, from Morrow Brothers Ford for the amount of \$61,501.

- B46.16 2024 Ford Transit Service Van – Ms. Daniels recommended that the Board of Trustees approve the purchase of 1 new 2024 Ford Service Transit Van that will be added to the van fleet, replacing 16 year old van, from Landmark Ford for the amount of \$46,566.
- B46.17 2024 Ford F350 Dump Truck – Ms. Daniels recommended that the Board of Trustees approve the purchase of 1 new 2024 Ford F350 Dump Truck that will be added to the truck fleet, replacing 24 year old truck, from Landmark Ford for the amount of \$105,979.
- B46.18 Heat Pump Replacements – Building T – Ms. Daniels recommended that the Board of Trustees accept a proposal for Heat Pump Replacements in T Building submitted by Oak Brook Mechanical Services, Inc in accordance with their low specified bid of \$152,350.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Purchasing Schedules B46.13 through B.46.18 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

CLOSED SESSION

The committee determined that there was no reason to move to Closed Session.

INFORMATION ITEMS

Monthly Financial Report (Colleen Rockafellow)

- Over \$32 million in tax revenue has been collected to date in FY24 (more than what was budgeted).
- The college has billed or collected 97% of the budget expectation in tuition and fees.
- The college has received 87% of the base operating grant funds.
- The college paid over \$29 million in salaries to date in FY24.

ADJOURNMENT

Mr. Sullivan made a motion, Mr. Abezitian seconded, to adjourn the meeting at 4:27 p.m. A voice vote was taken and the motion carried unanimously.

Respectfully submitted,

Margaret Kluza
Margaret Kluza
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: June 5, 2024