

CALL TO ORDER/ROLL CALL

The meeting was called to order in the Boardroom (A300) by Trustee Potter at 4:04 p.m. The roll call was taken.

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

Members absent: Joe Klinger, Stephen Kubiczky, Melissa Ramirez Cooper

Also present: Paul Jensen, Mary-Rita Moore, Danielle Stephens

APPROVAL OF MINUTES

Mr. Sullivan made a motion, Ms. Rockafellow seconded, to approve the minutes of the May 8, 2024 Finance meeting. A voice vote was taken and the motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources Report (Joe Klinger):

No report was provided to the committee.

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. Approval of Fiscal Year 2025 Tentative Budget

The committee recommended that the Board of Trustees approve the FY25 Tentative Budget in accordance with state statutes.

3. Renewal of Treasurer's Bond

The committee recommended that the Board of Trustees approve the Treasurer's Bond to no less than \$18 million, reflecting 25% of all cash and other monetary assets under the Treasurer's custody, which aligns with the state law and is estimated to adequately cover the maximum amount of all identified cash-related assets on hand during FY25. The cost of the Bond for FY25 will be \$16,639.

4. Canon Solutions America, Inc (CSA) Equipment Purchase and Maintenance Agreement

The committee recommended that the Board of Trustees approve an Agreement with Canon Solutions America, Inc. (CSA) to purchase copier equipment, software, and accessories, as well as to authorize additional equipment purchases each contract year, and to provide maintenance service for the purchased machines, and to trade in and remove the current campus copiers. The initial term of the Agreement is July 1, 2024 to June 30, 2029. The estimated total cost of the Maintenance Agreement for 5 years based on a projected annual volume of 1,775,000 imprints is \$65,025.

5. Ratification of five-year IEA-NEA Adjunct Negotiated Agreement 2024-2029

The committee recommended that the Board of Trustees approve a five-year 2024-2029 Negotiated Agreement with IEA-NEA for the Triton College teaching adjunct faculty, with language changes and annual increases in salary of 5.25% in each year, FY25, FY26, FY27, FY28, and FY29.

6. Six-year Agreement with Triton College Part-Time Illinois Council of Police (ICOPS) 2024-2030

The committee recommended that the Board of Trustees approve a six-year 2024-2030 Negotiated Agreement with ICOPS part-time officers, with an hourly increase of all existing members to \$25/hr and an increase thereafter of \$1.25/hr on July 1 for each year of the following five (5) full years of the Agreement.

7. Certificate of Final Completion and Authorization of Final Payment for the Respiratory Therapy – Building H

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$25,574.80 for the Respiratory Therapy project in Building H. The total project cost was \$152,500.

8. Certificate of Final Completion and Authorization of Final Payment for the Walk In Freezer / Cooler Replacement – Building B

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$47,507.79 for the Cafeteria Walk In Freezer / Cooler Replacement in Building B. The total project cost was \$193,485.

9. Certificate of Final Completion and Authorization of Final Payment for the Tower & Pumps Replacement – Building F & G

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$24,355.57 for the Tower & Pumps Replacement in Buildings F & G. The total project cost was \$436,096.39

**10. Certificate of Final Completion and Authorization of Final Payment for the
Childcare Playground Renovations – Building G**

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$12,850 for the Childcare Playground Renovations in Building G. The total project cost was \$128,500.

**11. Certificate of Final Completion and Authorization of Final Payment for the
R221 Renovation Project**

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$17,658.77 for the R221 Renovation. The total project cost was \$340,605.35.

12. Professional Services with Dorgan, Butcher & Phelps LLC

The committee recommended that the Board of Trustees approve an extension of the Professional Services Agreement with Dorgan, Butcher & Phelps LLC to provide state legislative and funding assistance to Triton College from July 1, 2024 through June 30, 2027, unless terminated by either party upon thirty (30) days written notice. There is no increase in cost to the college for this extension which will remain at \$36,000 for each twelve (12) months of the Agreement (paid on a monthly basis; \$3,000/month as invoiced).

Academic and Student Affairs

**13. S.E.E.D. Student Community Employment Experience: DA Valley Rescue
Ministry/Christian Valley Baptism Church**

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 DA Valley Rescue Ministry/Christian Valley Baptist Church in Chicago, IL. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event the Agreement is not renewed, students participating in the employment experiences at the time of expiration shall be allowed to complete such assignment under the same terms and conditions. There is no cost to the college for this Agreement.

14. Child Development Center Tuition Increase

The committee recommended that the Board of Trustees approve a tuition increase for services provided at the Triton College Child Development Center (CDC), located in building G, beginning July 1, 2024 (Preschool: from \$230/week to \$253/week; Toddler: from \$240/week to \$264/week for Older Toddler 2.5-3.5 yrs. old and \$284 for Younger Toddler 15 mos.-2.5 yrs. old). The 10% tuition increase to Preschool and Older Toddler enrollments, and a 15% tuition increase to Younger Toddler enrollments, will still keep rates competitive within the community.

15. Triton Tutoring Services at Oak Park Community Recreation Center

The committee recommended that the Board of Trustees approve an Agreement with the Park District of Oak Park (PDOP) to offer tutoring services for children in 6th-12th grade, at the Community Recreation Center (CRC) located at 229 Madison Street, Oak Park, Illinois, from 3:30 PM – 5:30 PM, Monday-Thursday, during the 2024-2025 academic school year on any day that an Oak Park middle school or high school is in session. Triton will provide a minimum of at least two (2) Triton employed trained tutors. The PDOP will pay the college one annual fee of \$1,300 to cover supplies, materials, advertising, hiring, and background/fingerprint clearance services, as well as \$174.00 per tutor to provide onboarding training and ongoing professional development. In addition, the PDOP will also cover the hourly rate of pay for each tutor which is between \$18.00-\$26.00 per hour (based on education and experience). Triton College will provide detailed monthly invoices to the PDOP.

Human Resources

16. Renewal of Service Agreement with PeopleAdmin, Inc.

The committee recommended that the Board of Trustees approve the annual license fee with PeopleAdmin, Inc. for an applicant tracking system. The renewal cost for FY25 has increased by \$1,079.94 over FY24, for a total of \$28,117.95.

17. Agreement with Shaker Recruitment, Advertising, and Communications

The committee recommended that the Board of Trustees authorize placing Triton College employee recruitment advertising with Shaker Recruitment, Advertising, and Communications. Shaker charges are on a per posting basis with fees ranging from \$300 to \$1,500 dependent on ad size and job board selected. Total expenditures to Shaker Advertising for FY25 will not exceed \$50,000.

Information Systems

18. Renewal Agreement with CDW-G for Barracuda Total Email Protection

The committee recommended that the Board of Trustees approve a three-year renewal Agreement with CDW-G to provide a subscription license to the Barracuda Total Email Protection Platform from July 1, 2024 through June 30, 2027. The annual cost of the renewal is \$64,824, for the total cost of the three-year Agreement at \$194,472.

19. Renewal Agreement with Heartland Business Systems for CrowdStrike Falcon Complete Software Monitoring

The committee recommended that the Board of Trustees approve a three-year renewal Agreement with Heartland Business Systems to provide a software license to CrowdStrike Falcon Complete Flex security and related monitoring services from July 1, 2024 through June 30, 2027. The annual cost of the renewal is \$171,379.57, for the total cost of the three-year Agreement at \$514,138.71.

Communications & Institutional Advancement

20. Agreement with View Transit

The committee recommended that the Board of Trustees approve the purchase of bus shelter advertisements from View Transit in support of FY25 enrollment. The 15 shelters appear throughout the Triton College district, and include 3 changes to graphics, during each (Spring, Summer, and Fall) enrollment period. The shelter advertisements will run July 12, 2024 through May 22, 2025, at a cost not to exceed \$30,000.

21. Agreement with Hubbard Chicago (2060 Digital Advertising)

The committee recommended that the Board of Trustees approve the purchase of digital ads to be posted by Hubbard Chicago (2060 Digital) on multiple online and social media advertising venues throughout the FY25 enrollment cycles, at a cost not to exceed \$60,000.

22. Agreement with Effectv – a Comcast Company (Digital and Television)

The committee recommended that the Board of Trustees approve the purchase of television and digital advertisements from Effectv - a Comcast Company. The advertisements will support and run through FY25 enrollment. The total cost will not exceed \$85,450 (\$45,450 – digital; \$40,000 – television).

23. Agreement with Univision Communications Inc.

The committee recommended that the Board of Trustees approve the purchase of radio advertisements, Web banners, broadcast streaming ads, and additional recruitment opportunities from Univision Communications Inc. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton College through FY25. The total cost will not exceed \$31,820.

24. Agreement with Hubbard (101.9 the Mix)

The committee recommended that the Board of Trustees approve the purchase of digital ads to be posted by Hubbard Chicago (2060 Digital on multiple online and social media advertising venues) throughout the FY25 enrollment cycles, at a cost not to exceed \$60,000.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to forward Finance Exhibits 1 through 24 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

PURCHASING SCHEDULES

B46.19 Fire Alarm System Testing Service – FY25 – Ms. Daniels recommended that the Board of Trustees accept a proposal for the FY25 fire alarm testing service

submitted by Commercial Alarm Systems in accordance with their low specified bid of \$92,250.

- B46.20 Triton College Connect Newsletter – Ms. Daniels recommended that the Board of Trustees accept a proposal for printing Triton College Connect Newsletter submitted by FCL Graphics Inc. in accordance with their low specified bid of \$36,480.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Purchasing Schedules B46.19 and B.46.20 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

Agreement with SHI International Corp (Sean Sullivan)

The cover page of the Action Exhibit in question was shared with the committee at the meeting and there were no questions to the information provided.

Salary Lapse Budget Transfers (Sean Sullivan)

The salary lapse budget transfers are already in the right departments (almost \$1 million).

Monthly Financial Report (Jim Reynolds)

- Almost \$33 million in tax revenue has been collected to date in FY24.
- The college has billed or collected 101% of the budget expectation in tuition and fees.
- The college has received 93% of the base operating grant funds.
- The college paid over \$32 million in salaries to date in FY24.

ADJOURNMENT

Mr. Sullivan made a motion, Mr. Abezetian seconded, to adjourn the meeting at 4:28 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: July 3, 2024