

## **CALL TO ORDER/ROLL CALL**

The open meeting was called to order in the Boardroom (A300) by Trustee Jennings at 4:03 p.m. The roll call was taken.

Members present: Michael Garrity, Joe Klinger, John Lambrecht, John McGarry, Jim Reynolds, Colleen Rockafellow, Sean Sullivan, Sam Tolia

Absent: Garrick Abezetian, Stephen Kubiczky, Elizabeth Potter

## **APPROVAL OF MINUTES**

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to approve the minutes of the March 8, 2023 Finance meeting. A voice vote was taken and the motion carried unanimously.

## **CITIZEN PARTICIPATION/PRESENTATION**

### **Third Quarter Grant Report**

The report was provided in writing before the meeting; there were no questions about the information provided.

### **Human Resources Report (Joe Klinger):**

Added to payroll: \$937,536

Removed from payroll: \$326,734

NET addition to payroll: \$610,802

## **NEW BUSINESS**

### **Business Services**

#### **1. Budget Transfers**

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

#### **2. Agreement with Proctorio, Inc.**

The committee recommended that the Board of Trustees approve an Agreement with Proctorio Inc. for an Enterprise Proctoring License service for Blackboard. The Agreement shall be effective from March 27, 2023 through June 30, 2024 and shall renew annually unless terminated by either party 60 days prior to expiration. Triton College will pay for 2,500 users in the first term for a cost of \$37,500 and for 2,000 users thereafter for a cost of \$30,000 annually.

- 3. Heartland Business Systems – Purchase of Laptop Computers and Charges**  
The committee recommended that the Board of Trustees approve the purchase of 200 Probook 250 G8 laptop computers and 20 extra laptop chargers from Heartland Business Systems for a total cost not to exceed \$175,000.
- 4. Certificate of Final Completion and Authorization of Final Payment for Buildings A, I, O & P Entrance Door Access Project**  
The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$56,500.86 for the Buildings A, I, O & P Entrance Door Card Access project. The project total cost was \$516,210.78 and the original contract amount was \$518,100. The project came in \$1,889.22 under budget.
- 5. Certificate of Final Completion and Authorization of Final Payment for the The Campus Wide Touchless Actuator Project**  
The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$100,629.42 for the Campus Wide Touchless Actuator project. The project total cost was \$438,000 and the original contract amount was \$438,000. The project was completed within budget.
- 6. Facility Fee Reduction: PACE Suburban Bus**  
The committee recommended that the Board of Trustees approve a facility usage Agreement with PACE Suburban Bus to utilize Triton College facilities (A-122A and A-122B) 8 hours per day on the following days: (session 1) 4/18/23, 4/19/23, 4/20/23, 4/21/23, 4/24/23, 4/25/23, 4/26/23, 4/27/23, 4/28/23, (session 2) 5/9/23, 5/10/23, 5/11/23, 5/12/23, 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23, and (session 3) 5/30/23, 5/31/23, 6/1/23, 6/2/23, 6/5/23, 6/6/23, 6/7/23, 6/8/23, 6/9/23, as a site to provide Commercial Driver’s License instruction. Triton College will waive 50 percent of the total estimated room rental costs. The total value of the facility fee waiver is \$21,600.
- 7. Purchase Limit Increase for Adsplosure Bus Ads**  
The committee recommended that the Board of Trustees approve a vendor limit increase to Adsplosure which places advertisements on PACE public transit buses. Ads will be specified for placement on PACE buses in the west zone throughout the remainder of FY23. The vendor limit will be increased to \$40,000.

### **Information Systems**

- 8. Disposal of Obsolete Computer Equipment**  
The committee recommended that the Board of Trustees approve the release and disposal of 934 items of obsolete computer related equipment, including computers, monitors, printers, and computer peripherals. Illiana Computer

Recycling Inc. will remove and dispose of this equipment at no charge to the college.

**Academic and Student Affairs**

**9. Agreement with Brigh Light Imaging**

The committee recommended that the Board of Trustees approve an Affiliation Agreement with Bright Light Imaging to allow students in Triton's Diagnostic Medical Sonography and Vascular Technology in Sonography programs to participate in clinical education experiences at Bright Light Imaging. The Agreement shall commence April 26, 2023, with an initial term of one (1) year, expiring May 31, 2024. It will automatically renew thereafter for additional one (1) year term, unless cancelled by either party. Any students enrolled in a clinical experience at the time of termination will be permitted to complete the clinical rotation under the terms and conditions stated therein. There is no cost to the college for this Agreement.

**10. Agreement with Kindred Hospital Northlake**

The committee recommended that the Board of Trustees approve an Affiliation Agreement with Kindred Hospital Northlake to allow students in Triton's Associate Degree Nursing program to participate in clinical education experiences at Kindred Hospital Northlake. The Agreement shall commence April 26, 2023, with an initial term of one (1) year, expiring May 31, 2024. It will automatically renew thereafter for additional one (1) year term, unless cancelled by either party. Any students enrolled in a clinical experience at the time of termination will be permitted to complete the clinical rotation under the terms and conditions stated therein. There is no cost to the college for this Agreement

**11. S.E.E.D. Student Community Employment Experience (Walgreens – Store #6462 – Franklin Park)**

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 Walgreens-Store #6462 in Franklin Park. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event that this Agreements is not renewed, students who are participating in the employment experiences at the time of expiration will be allowed to complete such assignment under the terms and conditions set forth therein. The employers will work with Triton enrolled S.E.E.D. students at no cost to the College.

**12. 2023 Federal Transit Administration (FTA) Certifications and Assurances**

The committee recommended that the Board of Trustees approve the 2023 FTA Certifications and Assurances. This certification allows Triton College to continue

to provide the Success Express Shuttle Bus Service. There is no cost to Triton College associated with the FTA Certifications and Assurances.

### **APPROVAL OF ACTION EXHIBITS**

Mr. Sullivan made a motion, Mr. Garrity seconded, to forward Finance Exhibits 1 through 12 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

### **PURCHASING SCHEDULES**

- B45.17 Ceiling Restoration – Music & Choral at Building J – pulled from the agenda as the final scope of work has not been determined
- B45.18 Board Room & President’s Office Carpet Replacement – Building A - Mr. McGarry recommended that the Board of Trustees accept a proposal for carpet replacement, submitted by Consolidated Flooring of Chicago, Inc. in accordance with their low specified bid of \$48,121.90.
- B45.19 Walk-In Freezer / Cool Replacement – Building B - Mr. McGarry recommended that the Board of Trustees accept a proposal for walk-in freezer / cooler replacement, submitted by Construction, Inc. in accordance with their low specified bid of \$224,000.

### **APPROVAL OF PURCHASING SCHEDULES**

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to forward Purchasing Schedules B45.18 and B45.19 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously. The Vice President decided to pull the Purchasing Schedule B45.17 from the agenda since the final scope of work has not been determined.

### **CLOSED SESSION**

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

### **INFORMATION ITEMS**

#### **Third Quarter Investment Report (Jim Reynolds)**

- Principal balance is good.
- Interest rates are significantly higher than a year ago, however, the investment yield curve is still inverted. This means that short-term rates are higher than long-term rates.

#### **Monthly Financial Report (Jim Reynolds)**

- As of 3/31/23, Triton College is 75% (9/12th) through FY23.
- \$18,246,045 in tax revenue has been collected to date.

- The College has received 69% of the base operating grant funds.
- The College has received 94% of the budget expectation in tuition and fees.

**ADJOURNMENT**

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to adjourn the meeting at 4:17 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: May 3, 2023