

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

The open 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, Stephen Kubiczky, John Lambrecht, Elizabeth Potter, Jim Reynolds, Colleen Rockafellow, Sean Sullivan, Sam Tolia

Also present: Susan Campos, Jodi Koslow Martin, Ty Perkins, Danielle Stephens

### **APPROVAL OF MINUTES**

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to approve the minutes of the April 13, 2023 Finance meeting. Mr. Kubiczky abstained from voting as he did not attend the previous meeting. A voice vote was taken and the motion carried unanimously.

### **CITIZEN PARTICIPATION/PRESENTATION**

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

Added to payroll: \$333,775

Removed from payroll: \$466,802

NET subtraction from payroll: (\$133,027)

### **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. Resolution Authorizing Public Hearing on Proposed FY 2024 Budget**

The committee recommended that the Board of Trustees approve a resolution authorizing a public hearing for the proposed FY24 Budget. The public hearing will be held on Tuesday, July 18, 2023, at 6:30 p.m. in the Boardroom.

##### **3. Certificate of Completion and Authorization of Final Payment for the Monument Sign Project**

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$74,032.75 for the Site Monument Sign Project. The original contract amount was \$280,532.80; total project amount was \$201,467.67; the project came in \$79,065.13 below budget.

- 4. Krueger International, Inc. (KI) Furniture Purchase**  
The committee recommended that the Board of Trustees approve the purchase of classroom / office / open space furniture from Krueger International, Inc. (KI) for Tutoring Lab – Building A Project 2023, at a not-to-exceed amount of \$200,000.
- 5. Crowe LLP Auditor Engagement Letter – FY2023-2028**  
The committee recommended that the Board of Trustees approve the Auditor Engagement Letter with Crowe LLP, for five (5) fiscal years ending June 30, 2023 through June 30, 2028 to perform required financial audits. For FY24 the fee will not exceed \$102,000, for FY25: \$105,000; for FY26 and FY27: \$108,000; and for FY28: \$113,000. The total cost of standard audits for five (5) fiscal years will not exceed \$536,000. The proposed fee represents an average increase of 1,82% per year over the five year Agreement.
- 6. PLACEHOLDER: Student Athlete Housing**  
This action exhibit was pulled from the agenda.
- 7. PLACEHOLDER: Hilroom Bed Purchase**  
This action exhibit was pulled from the agenda.

**Academic and Student Affairs**

- 8. Agreement with Greater Family Health**  
The committee recommended that the Board of Trustees approve an Affiliation Agreement with Greater Family Health to allow students in Triton's Certified Medical Assistant program to participate in clinical education experiences at their site. The Agreement starts May 17, 2023 and has an initial term of one (1) year. This Agreement will automatically renew for additional one (1) year terms unless terminated by either party. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the clinical rotation under the terms and conditions as described in the Agreement. There is no cost to the college for this Agreement.
- 9. Agreement with LA Rabida Children's Hospital**  
The committee recommended that the Board of Trustees approve an Affiliation Agreement with LA Rabida Children's Hospital to allow students in Triton's Nursing program to participate in clinical education experiences at their site. The Agreement starts May 17, 2023, and shall run for three (3) years. The Agreement will automatically renew for two (2) successive one (1) year terms unless terminated by either party, with or without cause, upon ninety (90) days prior written notice to the other party. Any students enrolled in a clinical experience at the time of termination shall be permitted to complete the clinical rotation under the terms and conditions stated in the Agreement. There is no cost to the college for this Agreement.

**10. Agreement with Northwest Community Healthcare**

The committee recommended that the Board of Trustees approve a Northwest Community Healthcare Program Memorandum to allow students in Triton's Sterile Processing program to participate in clinical education experiences at their site. This Program Memorandum, is made a part of the latest Master Affiliation Agreement between Triton and Northshore University Health System, approved on February 12, 2022 (AE #16713). This Memorandum will be effective May 17, 2023 and run until terminated by either party upon thirty (30) days advanced written notice. Any student performing in a clinical rotation shall be permitted to complete the educational experience in which they are already engaged under the terms and conditions stated in the Program Memorandum and the Master Affiliation Agreement. There is no cost to the college for this Agreement.

**11. Library Book Purchases from Amazon.com**

The committee recommended that the Board of Trustees grant the Library permission to issue an Open Purchase Order to Amazon.com to order single title books and other formats on behalf of the Library. The term of service is July 1, 2023 to June 30, 2024 and will not exceed \$25,000.

**12. Library Membership and Databases Purchase through NILRC**

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). The term of service is July 1, 2023 to June 30, 2024 and will not exceed \$75,000.

**13. Library Membership and Databases Purchase through CARLI**

The committee recommended that the Board of Trustees grant the Library permission to issue an Open Purchase Order to University of Illinois at Urbana-Champaign as the fiscal agent for CARLI (Council of Academic and Research Libraries in Illinois). The term of service is July 1, 2023 to June 30, 2024 and will cover the membership of I-SHARE and database costs not to exceed \$120,000.

**14. S.E.E.D. Student Community Employment Experience (One Stop Comics)**

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 One Stop Comics. 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 Agreement is not renewed, students who are participating in the employment experiences at the time of expiration shall be allowed to complete such assignment under the terms and conditions stated in the Agreement. The employers will work with Triton enrolled S.E.E.D. students at no cost to the college.

- 15. S.E.E.D. Student Community Employment Experience (Good Earth Greenhouse)**  
The committee recommended that the Board of Trustees approve a S.E.E.D. Program with Good Earth Greenhouse under the terms and conditions as described earlier for One Stop Comics.
- 16. S.E.E.D. Student Community Employment Experience (American House Oak Park)**  
The committee recommended that the Board of Trustees approve a S.E.E.D. Program with American House Oak Park under the terms and conditions as previously outlined for One Stop Comics.
- 17. S.E.E.D. Student Community Employment Experience (Bean Bar)**  
The committee recommended that the Board of Trustees approve a S.E.E.D. Program with Bean Bar under the terms and conditions as stated in the Agreement with One Stop Comics.
- 18. Statista Inc. Renewal**  
This action exhibit was pulled from the agenda.
- 19. Agreement with ReUp Education**  
The committee recommended that the Board of Trustees approve the Agreement with ReUp Education, a company that helps re-enroll adult students who did not finish post-secondary education (so called stopouts). This Agreement will begin May 22, 2023 and remain in effect for three (3) years. ReUp will receive a fee of 35% of the net tuition received for each semester in which a stopout student re-enrolls.

**Communications & Institutional Advancement**

- 20. Agreement with Cumulus Media (Digital Advertising)**  
The committee recommended that the Board of Trustees approve the purchase of digital ads to be posted by Cumulus Media throughout the FY24 enrollment cycle at a cost not to exceed \$60,000. (same price as FY23)
- 21. Agreement with Cumulus Media (WKQX/Q101 Radio)**  
The committee recommended that the Board of Trustees approve radio advertisements, web banners, web streaming and additional recruitment opportunities that will rub on Cumulus Media (WKQX/Q101 radio station) for the FY24 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton College. Run dates will vary throughout Fiscal Year 2024 at a cost not to exceed \$30,000. (same price as FY23)

**22. 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 to raise Triton College brand awareness and boost enrollment throughout FY24. This Agreement will begin July 1, 2023 and run through June 28, 2024 at a cost not to exceed \$31,000. (increase by \$1,000 over FY23)

**23. 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 that will run on WCHI-FM, WGCI-FM, WKSC-FM, WLIT-FM, WOJO-FM, WPWX-FM and WTMX-FM radio stations throughout FY24 at a cost not to exceed \$30,000. (same price as FY23)

**Human Resources**

**24. Hourly Employee Wage Increase**

The committee recommended that the Board of Trustees approve an hourly wage increase of forty cents per hour for all Non-Bargained For hourly employees that meet specific requirements. The estimated cost of the increase for FY24 is \$128,160 and will come into effect on July 1, 2023.

**Information Systems**

**25. 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 peripherals from Heartland Business Systems for the not-to-exceed amount of \$450,000 for FY24, as part of Triton's technology refresh cycle.

**26. American Digital – Purchase of Network Hardware**

The committee recommended that the Board of Trustees approve the purchase of network hardware and support from American Digital for the not-to-exceed amount of \$200,000 for FY24.

**27. CDW Government – Purchase of Computer Software and Peripherals**

The committee recommended that the Board of Trustees approve the purchase of computer software and peripherals from CDW Government for the not-to-exceed amount of \$100,000 for FY24, as part of Triton's technology refresh cycle.

**APPROVAL OF ACTION EXHIBITS**

Mr. Sullivan made a motion, Mr. Garrity seconded, to forward Finance Exhibits 1 through 27, with the exception of AE#6, AE#7, and AE#18, to the Board of Trustees with

a recommendation for approval. A voice vote was taken and the motion carried unanimously.

### **PURCHASING SCHEDULES**

- B45.20 Portable Handheld X-Ray Fluorescence Analyzer – Mr. Sullivan recommended that the Board of Trustees accept a proposal to purchase Portable Handheld X-Ray Fluorescence Analyzer, submitted by Thermo Scientific Portable Analytical Instruments, Inc. in accordance with their low specified bid of \$27,100.
- B45.21 Tutoring Lab Renovation – Building A – Mr. Sullivan recommended that the Board of Trustees accept a proposal for the Building A Tutoring Lab Renovation, submitted by F.H. Paschen, S.N. Nielsen & Associates LLC. in accordance with their low specified bid of \$490,150.

### **APPROVAL OF PURCHASING SCHEDULES**

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Purchasing Schedules B45.20 and B45.21 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 (Jim Reynolds)**

- As of 4/30/23, Triton College is 83% (10/12th) through FY23.
- Over \$29 million in tax revenue has been collected to date.
- The College has received 89% 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, Mrs. Rockafellow seconded, to adjourn the meeting at 4:31 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 7, 2023