

CALL TO ORDER/ROLL CALL

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

Members present: Michael Garrity, Tracy Jennings, Stephen Kubiczky, John Lambrecht, Jim Reynolds, Colleen Rockafellow, Sean Sullivan, Sam Tolia

Members absent: Garrick Abezetian, Joe Klinger, Elizabeth Potter

Also present: Pamela Harmon, Hilary Meyer, Danielle Stephens

APPROVAL OF MINUTES

Mr. Sullivan made a motion, Mr. Garrity seconded, to approve the minutes of the May 3, 2023 Finance meeting. A voice vote was taken and the motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources Report (Joe Klinger):

Added to payroll: \$651,743

Removed from payroll: \$516,947

NET addition to payroll: \$134,796

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. Approval of Fiscal Year 2024 Tentative Budget

The committee recommended that the Board of Trustees approve the Fiscal Year 2024 Tentative Budget in accordance with state statutes.

3. Amazon Purchases for FY24

This action exhibit was pulled from the agenda.

4. Agreement with Athletico Management, LLC

The committee recommended that the Board of Trustees approve the Agreement with Athletico Management, LLC for athletic trainer services beginning July 1, 2023 through June 30, 2025. Athletico will provide a certified Athletic Trainer at a rate of \$28.12 per hour up from \$27.32 per hour. The total cost of this

Agreement will not exceed the amount of \$40,000 per year (an increase of \$2,000 from the previous Agreement).

5. 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) 8 hours per day on the following days: (session 1) 6/20/23, 6/21/23, 6/22/23, 6/23/23, 6/26/23, 6/27/23, 6/28/23, 6/29/23, 6/30/23, (session 2) 7/11/23, 7/12/23, 7/13/23, 7/14/23, 7/17/23, 7/18/23, 7/19/23, 7/20/23, 7/21/23, and (session 3) 8/1/23, 8/2/23, 8/3/23, 8/4/23, 8/7/23, 8/8/23, 8/9/23, 8/10/23, 8/11/23, as a site to provide Commercial Driver's License instruction. PACE will pay the College \$7,200 per session, paying a total of \$21,600. Triton College will waive 50 percent of the total estimated room rental costs. The total value of the facility fee waiver is estimated at \$21,600.

6. Certificate of Final Completion and Authorization of Final Payment for the B-Building Roof Replacement Project

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$203,682.69 for the Roof Repairs – Building T Project. The original total contract amount was \$395,770.00; the final project amount was \$381,729.24. The project came in \$14,040.76 below budget.

7. Certificate of Final Completion and Authorization of Final Payment for the B-Building Reel Replacement Project

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$16,457.94 for the Reel Replacements - Building T Project. The original total contract amount was \$147,850.00; the final project amount was \$133,270.07. The project came in \$14,579.93 below budget.

8. Agreement Certificate of Final Completion and Authorization of Final Payment for the T-Building New Diesel Exhaust Extraction Systems Project

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$52,270.63 for the New Diesel Exhaust Extraction Systems - Building T Project. The original total contract amount was \$312,800.00; the final project amount was \$295,312.34. The project came in \$17,487.66 below budget.

9. Agreement Certificate of Final Completion and Authorization of Final Payment for the A-Building West Dome RTU Replacement Project

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$28,284.00 for the West Dome RTU Replacement - Building A Project. The original total contract amount

was \$178,200.00; the final project amount was \$175,164.00. The project came in \$3,036.00 below budget.

10. Housing Agreement with Dominican University

The committee recommended that the Board of Trustees approve a housing accommodations Agreement with Dominican University for up to 23 “NJCAA Division I” student athletes for the 2023-2024 academic year. Students will move in on or after August 18, 2023 and move out by May 18, 2024. The average annual cost per student athlete last year was \$13,755. The cost per student athlete for the 2023-2024 academic year will be \$13,055 which is a decrease of \$700 per student. The total cost to Triton College, depending on the actual number of housed athletes, will not exceed \$300,265.

Academic and Student Affairs

11. Agreement Renewal with Lightcast

The committee recommended that the Board of Trustees approve the renewal of two consulting agreements and one payment with Lightcast, (formerly known as Emsi and formerly Economic Modeling, LLC). Renew the Career Coach Agreement (10/1/23-6/30/24) at the cost of \$13,000 and the Analysis Agreement (7/25/23-7/24/24) at the cost of \$14,000. Further, authorize the payment of Program Demand Gap Analysis (PDGA) in the amount of \$15,000. \$7,500 at time of contract signing and \$7,500 payable upon the delivery of the final (PDGA) report from Lightcast. The total payments herein are not to exceed \$42,000.

12. Agreement with Sign Language Interpreters Inc.

The committee recommended that the Board of Trustees approve the Agreement with Sign Language Interpreters Inc. This Agreement would be effective July 1, 2023 and would remain in effect until either party modifies or cancels the Agreement. An estimate of the annual cost for this service based on prior year usage is \$80,000.

13. Agreement with Northwestern Memorial Healthcare

The committee recommended that the Board of Trustees approve an Affiliation Agreement with Northwestern Memorial Healthcare to allow students in Triton College’s Surgical Technology, Sterile Processing Technician, and Nursing programs to participate in clinical education experiences at their site. The term of this Agreement shall be for three (3) years, commencing on July 1, 2023, and terminating on June 30, 2026. Either party may terminate the Agreement earlier without cause upon thirty (30) days prior written notice to the other party. In the event that this Agreement is terminated earlier, students who are participating in the educational experiences at the time of termination will be allowed to complete such assignment under the same terms and conditions. There is no cost to the college for this Agreement.

Communications & Institutional Advancement

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

The committee recommended that the Board of Trustees approve the purchase of digital ads and television advertisements to be paid to Effectv - a Comcast Company, for Fiscal Year 2024. The advertisements will support FY24 enrollment and will run throughout FY24 at the same cost as FY23. The total cost will not exceed \$85,000 (\$34,000 – digital; \$51,000 – television).

15. Agreement with ViewTransit

The committee recommended that the Board of Trustees approve the purchase of bus shelter advertisements to be paid to View Transit in support of FY24 enrollment. The shelter advertisements will run July 12, 2023 through May 22, 2024 at the same cost as FY23. The total cost will not exceed \$29,000.

16. Agreement with Adsposure

The committee recommended that the Board of Trustees approve the purchase of Pace Bus advertising throughout the Triton district to be paid to Adsposure for FY24 enrollment, at the same per ad rate as FY23. The total cost will not exceed \$30,000.

17. Agreement with iHeart Media

The committee recommended that the Board of Trustees approve the purchase of radio advertisements, Web banners, Web streaming, Twitch (video live streaming service that focuses on video game live streaming, including broadcasts of esports competitions, in addition to offering music broadcasts, creative content, and live streams) and additional recruitment opportunities to be paid to iHeart Media, on various stations, KISS FM, WGCI, WCHI, WLIT on all iHeart networks, for FY24 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton College. The advertisements will run variously throughout FY24 at a cost not to exceed \$90,000.

18. Agreement with Hibu

The committee recommended that the Board of Trustees approve the purchase of search engine advertising and Banner Ads on MSN Network, Google Display Network and Facebook Ads. This Agreement covers FY24 and will cost \$74,000 (an increase of \$17,000 over FY23 due to additional key word search advertisements).

Human Resources

19. Renewal of Service Agreement with PeopleAdmin, Inc.

The committee recommended that the Board of Trustees approve the annual license fee with PeopleAdmin, Inc. Triton College entered into an Agreement

with PeopleAdmin, Inc. for an applicant tracking system (ATS) in 2008. The renewal cost for FY24 has increased by \$1,040.43 over FY23 for a total of \$27,038.01.

20. 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 Fiscal Year 2024 will not exceed \$50,000.

Information Systems

21. Heartland CrowdStrike Falcon Complete Software and Monitoring

The committee recommended that the Board of Trustees approve the purchase from Heartland Business Systems of CrowdStrike Falcon Complete Endpoint security and related monitoring services. The Falcon Complete software license and service will provide coverage to Triton's computer network from July 1, 2023 through June 30, 2024 for a total FY24 cost of \$171,420.80.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Finance Exhibits 1 through 21, with the exception of AE#3, to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

PURCHASING SCHEDULES

B45.22 Continuing Ed Guide – Fall 2023 – Ms. Daniels recommended that the Board of Trustees accept a proposal for printing Fall 2023 Continuing Ed Guide, submitted by K.K. Stevens Publishing Co. in accordance with their low specified bid of \$35,518.98.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mr. Tolia seconded, to forward Purchasing Schedule B45.22 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)

- We are close to the end of FY23 (92% through FY23)
- Over \$30 million in tax revenue has been collected to date.
- The College has received almost all of the base operating grant funds.

- The College has received 98% of the budget expectation in tuition and fees.
- Salary expenditures this year are slightly more than salary expenditures at the same time last year.

ADJOURNMENT

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to adjourn the meeting at 4:21 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 5, 2023