

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

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

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

Absent: Tracy Jennings, Stephen Kubiczky

Also present: Pamela Harmon, Tina Lilly, Bianca Sola-Perkins

## **APPROVAL OF MINUTES**

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

## **CITIZEN PARTICIPATION/PRESENTATION**

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

Added to payroll: \$585,816

Removed from payroll: \$535,014

NET addition to payroll: \$50,802

## **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. Facility Fee Waiver: Cook County Clerk's Office**

The committee recommended that the Board of Trustees approve an Agreement with the Cook County Clerk's Office to use Room R221 for the April 4, 2023, March 19, 2024, November 5, 2024, and April 8, 2025 elections, between 4:00 a.m. and midnight, as a site for the Regional Distribution Center. The County will pay the College \$400 per date for the use of facilities to cover maintenance, setup and cleanup. The total value of the facility fee waiver is estimated at \$3,500 per date.

**3. Facility Fee Waiver: West 40 (Date Adjustment)**

The committee recommended that the Board of Trustees approve the date correction on the previously approved fee waiver request from the West 40 Intermediate Service Center to host the 13<sup>th</sup> Regional ISC Scripps Spelling Bee Championship on March 28, 2023 (alternate date March 29, 2023) that was previously approved on November 15, 2022 (AE 16810), but with an incorrect date.

**4. Heartland Business Systems – Purchase of Desktop Computers**

The committee recommended that the Board of Trustees approve the purchase of two (2) HP Elite SFF 800 G9 and nineteen (19) HP ProDesk 600 G6 desktop computers from Heartland Business Systems for the total cost of \$17,854.52, as a part of the annual technology refresh.

**Academic and Student Affairs**

**5. Purchase of ACCUPLACER Units for Placement Testing**

The committee recommended that the Board of Trustees approve the purchase of up to 22,000 additional ACCUPLACER units for placement testing for new and continuing students for placement into English and Mathematics courses, as well as those courses with related prerequisites, for the cost of \$1.95 per unit. The total cost for FY2023 will not exceed \$42,900.

**6. Agreement with Loyola University Medical Center**

The committee recommended that the Board of Trustees approve an Agreement with Loyola University Medical Center to allow students in Triton's Diagnostic Medical Sonography, Vascular Technology in Sonography, Radiologic Technology, Surgical Technology, Sterile Processing, Ophthalmic Technician, Certified Medical Assistant, and Respiratory Care programs to participate in clinical education experiences at Loyola University Medical Center. This Agreement shall be in effect April 1, 2023 through May 31, 2026, and may be extended for a period of no more than one (1) year. The Agreement may be terminated with or without cause by either party on thirty (30) days prior written notice. In the event that this Agreement is not renewed for a subsequent term, 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 associated with this Agreement.

**7. Agreement with Pace for Commercial Driver's License Permit Training Program**

The committee recommended that the Board of Trustees approve an Agreement with Pace Suburban Bus to offer at least four 50-hour Commercial Driver's License Permit Training courses at Triton College each academic year. Pace Bus

will cover the \$730 tuition fee for each student. The College's expense to run each course is \$2,034 (plus an initial, one-time course development fee of \$575).

### **APPROVAL OF ACTION EXHIBITS**

Mr. Sullivan made a motion, Mr. Klingler seconded, to forward Finance Exhibits 1 through 7 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

### **PURCHASING SCHEDULES**

- B45.12 Exterior Landscape Maintenance – 2023 - Mr. McGarry recommended that the Board of Trustees accept a proposal for 2023 Exterior Landscape Maintenance, submitted by Beary Landscape Management in accordance with their low specified bid of \$287,029.
- B45.13 Generator & Switchgear Service 2023 - Mr. McGarry reported that the College did not receive any bids for this project.
- B45.14 Summer 2023 Triton College Continuing Ed Guide - Mr. McGarry recommended that the Board of Trustees accept a proposal for printing of Summer 2023 Triton College Continuing Ed Guide, submitted by Breese Publishing Company in accordance with their low specified bid of \$22,784.
- B45.15 Triton College Districtwide Combined Schedule of Classes – Fall 2023 - Mr. McGarry recommended that the Board of Trustees accept a proposal for printing of Triton College Districtwide Combined Schedule of Classes for Fall 2023, submitted by Breese Publishing Company in accordance with their low specified bid of \$53,836.
- B45.16 East Dome RTU Replacement – Building A - Mr. McGarry recommended that the Board of Trustees accept a proposal for East Dome RTU Replacement – Building A project, submitted by F.E. Moran, Inc. in accordance with their low specified bid of \$218,900.

### **APPROVAL OF PURCHASING SCHEDULES**

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Purchasing Schedules B45.12, B45.14, B45.15, and B45.16 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously. No vote was taken on Purchasing Schedule 45.13.

### **CLOSED SESSION**

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

**INFORMATION ITEMS**

**Monthly Financial Report (Jim Reynolds)**

- As of 2/28/23, Triton College is 66.7% (8/12th) through FY23.
- \$14,124,369 in tax revenue has been collected to date.
- No change in the operating grant funds (63% received).
- The College has received 92% of the budget expectation in tuition and fees.

**ADJOURNMENT**

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to adjourn the meeting at 4:20 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: April 13, 2023