

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, John Lambrecht, Elizabeth Potter, Jim Reynolds, Colleen Rockafellow, Sean Sullivan, Orlando Velasquez

Members absent: Stephen Kubiczky, Sam Tolia

Also present: Hilary Meyer, Susan Page, Ty Perkins, Melissa Ramirez-Cooper, Bianca Sola-Perkins, Danielle Stephens

APPROVAL OF MINUTES

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to approve the minutes of the January 10, 2024 Finance meeting. A voice vote was taken and the motion carried unanimously. Mrs. Potter appointed Melissa Ramirez Cooper, our Director of Communications, to the Finance Committee.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources Report (Joe Klinger):

Added to payroll: \$337,822

Removed from payroll: \$168,828

NET added to payroll: \$168,994

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. Certificate of Final Completion and Authorization of Final Payment for the East Some RTU Replacement Project

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$18,441.23 for the East Dome RTU Replacement Project. The total project cost was \$186,021.23 (\$32,878.77 below budget).

3. Everest Energy & Control Technologies, LLC

The committee recommended that the Board of Trustees approve a vendor limit increase to \$40,000 for FY24 for Everest Energy & Technologies, LLC. This upgrade expense would bring our annual spend with Everest Energy & Control Technologies, LLC to \$26,250, which exceeds the \$25,000 annual limit.

4. Board of Trustees Travel

The committee recommended that the Board of Trustees approve travel for Trustee Tracy Jennings to attend a meeting of the Illinois Community College Trustees Association (ICCTA) in Kankakee, Illinois, March 8-9, 2024. Total cost of travel will not exceed \$560.

Academic and Student Affairs

5. Agreement with Elmhurst Memorial Hospital

The committee recommended that the Board of Trustees approve an Affiliation Agreement with Elmhurst Memorial Hospital to enable students in Triton College's Nursing, Surgical Technology, Sterile Processing Technician, Certified Medical Assisting, Diagnostic Medical Sonography, Emergency Medical Technician, Nursing Assistant, Ophthalmic Technician, and Respiratory Care programs to participate in clinical education experiences at the site. The Agreement runs from January 24, 2024, to January 25, 2025. Thereafter, it shall be automatically renewed for additional one-year periods unless terminated by either party by giving at least ninety (90) days written notice to the other party prior to the expiration of the current term. In the event that this Agreement is not renewed for a subsequent term or terminated without cause, students who are participating in the clinical educational experiences at the time of termination shall be allowed to complete such assignment under the same terms and conditions. There is no cost to the college for this Agreement.

6. Agreement with University of Illinois Hospital and Health Sciences System

The committee recommended that the Board of Trustees approve an Affiliation Agreement with University of Illinois Hospital and Health Sciences System to enable students in Triton College's Health Careers and Public Service programs to participate in clinical education experiences at the site. The Agreement is effective February 21, 2024, through February 21, 2025, with automatic annual renewals for a period not to exceed 10 years unless terminated by either party by giving at least ninety (90) days written notice to the other party prior to the expiration of the current term. In the event that this Agreement is not renewed for a subsequent term or terminated without cause, students who are participating in the clinical educational experiences at the time of termination shall be allowed to complete such assignment under the same terms and conditions. There is no cost to the college for this Agreement.

**7. Program Memorandum with Northshore University Health System
(Radiologic Agreement)**

The committee recommended that the Board of Trustees approve a Program Memorandum with Northshore University Health System to enable students in Triton College's Radiologic Technology Program to participate in clinical education experiences at the site. This Memorandum, which is part of the latest Master Affiliation Agreement, is effective January 26, 2024 through January 25, 2026, and may be terminated at any time by either party upon thirty (30) days advanced written notice. In the event that this Agreement is not renewed for a subsequent term or terminated without cause, students who are participating in the clinical educational experiences at the time of termination shall be allowed to complete such assignment under the same terms and conditions. There is no cost to the college for this Agreement.

**8. Program Memorandum with Northshore University Health System
(Surgical Technology Agreement)**

The committee recommended that the Board of Trustees approve a Program Memorandum with Northshore University Health System to enable students in Triton College's Surgical Technology Program to participate in clinical education experiences at the site. This Memorandum, which is part of the latest Master Affiliation Agreement, is effective January 26, 2024 through January 25, 2026, and may be terminated at any time by either party upon thirty (30) days advanced written notice. In the event that this Agreement is not renewed for a subsequent term or terminated without cause, students who are participating in the clinical educational experiences at the time of termination shall be allowed to complete such assignment under the same terms and conditions. There is no cost to the college for this Agreement.

9. Pre-Employment Welding Boot Camp – West40

The committee recommended that the Board of Trustees approve an Agreement with West40 to offer a Pre-Employment Welding Boot Camp for up to three (3) students for 10 weeks, from February 23, 2024 through May 10, 2024. West40 will provide recruitment of students while Triton College will provide instruction, classroom/lab space, materials/supplies, and daily lunch. The expenditures, totaling under \$2,200, will be covered through the Trades School Grant.

10. Pre-Employment Welding Boot Camp – Speer Academy

The committee recommended that the Board of Trustees approve an Agreement with the ITW David Speer Academy to offer a Pre-Employment Welding Boot Camp for up to twelve (12) students for 10 weeks, from February 23, 2024 through May 10, 2024. Speer Academy will provide recruitment of students while Triton College will provide instruction, classroom/lab space, materials/supplies, and daily lunch. The expenditures, totaling under \$8,400, will be covered through the Trades School Grant.

11. Facility Usage Fee Reduction: PACE Suburban Bus

The committee recommended that the Board of Trustees approve a facility usage Agreement with PACE to utilize Triton College classrooms to provide Commercial Driver's License Instruction, March 5-29, 2024. The total cost for this facility usage is \$12,800 and PACE will pay the college a total of \$6,400 (half of the total estimated costs).

12. TRIO Student Support Services Historical / Campus Tour to Memphis, TN and Nashville, TN

The committee recommended that the Board of Trustees approve travel for TRIO Student Support Services participants to Tennessee to tour 4-year institutions as well as cultural and historical landmarks. The proposed tour will be held during the week of spring break, March 18-21, 2024, and will not exceed \$17,875 to cover the cost for 15 students and 3 employee chaperones. The total cost is funded by the Department of Education TRIO SSS grant.

13. Agreement with Accessible Information Management

The committee recommended that the Board of Trustees approve the Agreement with Accessible Information Management LLC (AIM) software as a service platform. The initial Agreement, effective March 1, 2024 through June 30, 2025, will auto renew and remain in effect until either party modifies or cancels the Agreement. The Agreement allows up to 400 students to be licensed in the platform. The initial sixteen-month Agreement includes \$8,300 one-time implementation fee and a 16-month fee of \$3,990.35 for a total cost of \$12,290.35. The cost of \$2,992.76 per year was quoted for two subsequent one-year renewals.

14. College for Kids Camp

The committee recommended that the Board of Trustees approve an Agreement with Oak Park Elementary School District 97 (D97) and Fellowship Community Services – (Friday Night Place FNP) to offer a College for Kids Camp to up to eighty (80) D97 students, including those enrolled in the FNP program. The camp will be offered March 25-28, 2024. D97 and FNP will recruit students while Triton College will provide instruction, classroom/lab space, materials/supplies, and daily lunch. The expenditures, totaling under \$11,000, will be covered through the Trades School Grant.

15. New Network of Illinois Learning Resources in Community Colleges (NILRC) Agreement

The committee recommended that the Board of Trustees approve the new NILRC membership Agreement that reflects services NILRC presently offers and the library's commitments as a member. The existing membership has not been updated since 1975. The annual membership fee and online database subscription for FY24 is \$1,187. There is no new cost to the college.

16. Georgia College Tour March 17-21, 2024

The committee recommended that the Board of Trustees approve the college tour for 24 students and up to 4 employees, March 17-21, 2024. The group will view 6 colleges and universities and tour the MLK Memorial, Apex Museum, and other activities in Atlanta, Georgia area. The total cost of the entire trip will not exceed \$26,000.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr. Garrity seconded, to forward Finance Exhibits 1 through 16 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

PURCHASING SCHEDULES

B46.10 Continuing Ed Guide Triton College – Summer 2024 – Ms. Daniels recommended that the Board of Trustees accept a proposal for printing Summer 2024 Triton College Continuing Ed Guide submitted by Woodward Printing Services in accordance with their low specified bid of \$30,271.17.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Purchasing Schedule B46.10 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)

- \$15,511,933 in tax revenue has been collected to date in FY24.
- Our enrollment is doing better; the college has received or billed 94% of the budget expectation in tuition and fees.
- The college has received 62% of the base operating grant funds.
- On the right track with other numbers.

Mrs. Rockafellow noted for the record that the two Action Exhibits that were listed as information items, *Approval and Release of Closed Session Minutes of the Board of Trustees* and *Destruction of Closed Session Verbatim Recordings*, are not being voted on and go straight to the Board of Trustees for review and approval.

ADJOURNMENT

Mr. Sullivan made a motion, Mrs. Rockafellow 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: March 6, 2024