

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: Garrick Abezetian, Michael Garrity, Tracy Jennings, Joe Klinger, John Lambrecht, Colleen Rockafellow, Sean Sullivan, Sam Tolia

Members absent: Stephen Kubiczky, Elizabeth Potter

Also present: Tina Lilly, Danielle Stephens

APPROVAL OF MINUTES

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to approve the minutes of the July 5, 2023 Finance meeting. A voice vote was taken and the motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources Report (Joe Klinger):

Added to payroll: \$777,599

Removed from payroll: \$716,075

NET added to payroll: \$61,524

NEW BUSINESS

Without objection, Mr. Jennings turned the meeting and new business over to Mr. Sullivan.

Business Services

1. Atlas Bobcat, Skidsteer Purchase

The committee recommended that the Board of Trustees approve the purchase of up to \$70,000 to purchase AN s76 Bobcat Skidsteer, a high quality piece of equipment, from Atlas Bobcat.

2. Window Replacement Phase 2 Project / CBD Increase in Project Scope

The committee recommended that the Board of Trustees approve a modification of the CDB "Window Replacement Phase 2 Project" scope of work and funding contribution. The additional scope of work will allow the college, through the CDB to complete window replacement of all 3 floors of the F Building, in addition to the already scheduled 1st floor windows of the D and E Buildings. The increased portion of college funding required for the CDB to bid and complete the full scope of the F Building windows is \$184,273.

Academic and Student Affairs

3. Clinical Agreement with Loyola University Health System d/b/a Loyola Medicine

The committee recommended that the Board of Trustees approve an Affiliation Agreement with Loyola University Health System d/b/a Loyola Medicine, from August 23, 2023 through August 22, 2026. The Agreement may be terminated with or without cause by either party upon thirty (30) days prior written notice to the other party. Notwithstanding any such termination, all students enrolled in and participating in an educational experience pursuant to this Agreement shall be permitted to complete their current course. There is no cost to the college for this Agreement.

4. Addition and Change of Course Fees for Inclusive Access Program Effective Spring 2024

The committee recommended that the Board of Trustees approve the inclusion of the cost of digital course materials in the course fees for sixteen Chemistry, Criminal Justice, Music, Psychology, and Speech courses, and the increase in course fees for forty Accounting, Business, Chemistry, Engineering Technology, Health, Mathematics, Rhetoric, and Sociology courses as part of the McGraw Hill and Pearson Education “Inclusive Access” program. By providing students with access to the required instructional materials one week prior to the first day of class, the college has observed an increase in student retention and success rate.

Information Systems

5. Diskovery – Adobe Software

The committee recommended that the Board of Trustees approve the purchase of 200 Adobe Creative Cloud software licenses from Diskovery. The Creative Cloud software licenses will be valid from August 22, 2023 through June 30, 2024 at a cost of \$140.70 per license for a total FY24 cost not to exceed \$28,140.

6. Microsoft Consolidated Campus Agreement with CDW-G

The committee recommended that the Board of Trustees approve a one-year renewal agreement with CDW-G to provide Microsoft software products for all Triton owned or leased PC’s. The renewal period runs from September 1, 2023 through August 31, 2024 and is aligned with the Microsoft academic year. The price reflects an increase in cost of \$7,171.50 compared to the FY23 renewal, for a FY24 total cost of \$131,815.35.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to forward Finance Exhibits 1 through 6 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

PURCHASING SCHEDULES

Purchasing Schedules

- B46.01 Respiratory Therapy Lab Renovation – Building H - Ms. Stephens recommended that the Board of Trustees accept a proposal submitted by Edwin Anderson Construction Company in accordance with their low response bid of \$163,900.
- B46.02 Renovation & Abatement in R221 – Building R - Ms. Stephens recommended that the Board of Trustees accept a proposal submitted by Universal Asbestos Removal, Inc. and F. H. Paschen, S. N. Neilsen & Associates, Inc. in accordance with their low responsive bid of \$38,225 and \$381,700, respectively.
- B46.03 Tower & Pumps Replacements – Buildings F & G - Ms. Stephens recommended that the Board of Trustees accept a proposal submitted by C. Acitelli Heating and Piping Contractors, Inc. in accordance with their low responsive bid of \$437, 800.
- B46.04 Spring 2024 Triton College Districtwide Combined Schedule of Classes - Ms. Stephens recommended that the Board of Trustees accept a proposal submitted by Breese Publishing Company in accordance with their low specified bid of \$54,836.
- B46.05 Triton College Connect Newsletter - Ms. Stephens recommended that the Board of Trustees accept a proposal submitted by Breese Publishing Company in accordance with their low specified bid of \$30,900.
- B46.06 Catering Services - Child Development Center - Ms. Stephens recommended that the Board of Trustees accept a proposal submitted by Delicious Unlimited in accordance with their low specified bid of \$22,776.16.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Purchasing Schedules B46.01, B46.02, B46.03, B46.04, B46.05, and B46.06 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 have started a new budget year.
- No tax revenue has been collected to date in FY24.
- The college has not yet received any grant funds.
- Tuition and fees billed in FY24 totaled \$8,579,719, which is 34% of the tentative budget expectation for the year.
- So far \$2,337,039 has been paid in salaries in FY24.

FY 2023 Minority Report (Jim Reynolds)

- Overall, there are 1136 vendors, of which:
 - 3 are classified as a minority business - 1 minority and 2 MBE (minority business enterprise);
 - 37 are classified as a female business - 26 female and 11 WBE (women business enterprise);
 - 1 is classified as a WBE disabled business;
 - 1 is classified as both a minority and female business;
 - 1 is classified as a Veteran Owned Small Business.

Approval and Release of Closed Session Minutes of the Board of Trustees and Destruction of Closed Session Verbatim Recordings (Sean Sullivan)

The cover pages of these two Action Exhibits were provided in writing before the meeting; there were no questions about the information shared.

ADJOURNMENT

Mr. Sullivan made a motion, Mr. Garrity 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: September 13, 2023