

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

The meeting was called to order in the Boardroom (A300) by Trustee Potter at 4:30 p.m. The roll call was taken.

Members present: Michael Garrity, Joe Klinger, John Lambrecht, Melissa Ramirez Cooper, Elizabeth Potter, Colleen Rockafellow, Sean Sullivan

Members absent: Garrick Abezetian, Tracy Jennings, Stephen Kubiczky, Jim Reynolds, Sam Tolia

Also present: Tina Lilly, Hilary Meyer, Bianca Sola-Perkins, Danielle Stephens

## **APPROVAL OF MINUTES**

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to approve the minutes of the April 9, 2025 Finance meeting. A voice vote was taken and the motion carried unanimously.

## **CITIZEN PARTICIPATION/PRESENTATION**

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

Added to payroll: \$480,707

Removed from payroll: \$372,640

NET added to payroll: \$108,067

Mr. Klinger reported that a recommendation was made to hire the Automotive Technology Faculty and Surgical Technology Faculty. HR is currently conducting interviews for the part-time and full-time Nursing Faculty positions.

## **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 accept the proposed budget transfers to accommodate institutional priorities.

#### **2. Resolution Authorizing Public Hearing on Proposed FY 2026 Budget**

The committee recommended that the Board of Trustees approve a resolution authorizing a public hearing for the proposed FY 2026 Budget that is scheduled on Tuesday, July 15, 2025, at 6:30 p.m. in the Boardroom (A300).

**Academic and Student Affairs**

**3. Student Community Employment Experience with the Pearl of Hillside**

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 the Pearl of Hillside, Hillside, Illinois. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event the Agreement is not renewed, students participating in the employment experiences at the time of expiration will be allowed to complete such assignment under the same terms and conditions. The employers will work with Triton enrolled S.E.E.D. students at no cost to the college.

**4. Revised CARLI I-Share Membership Agreement**

The committee recommended that the Board of Trustees approve the revised I-Share and Membership Agreements with CARLI (Council of Academic and Research Libraries in Illinois). The Agreements, effective upon execution, will end June 30, 2025 and will automatically renew annually. There is no cost to the college for these Agreements.

**5. CARLI Library Membership and Database Purchases**

The committee recommended that the Board of Trustees grant the library permission to issue an Open Purchase Order with the 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, 2025 to June 30, 2026 and will cover the annual membership and I-Share fees (\$15,225) and database costs (\$74,775), not to exceed \$90,000.

**6. Library Membership and Database Purchases through NILRC**

The committee recommended that the Board of Trustees grant the library permission to issue an Open Purchase Order with NILRC (Network of Illinois Learning Resources in Community Colleges) to pay the annual NILRC membership and subscriptions to online database. The term of service is July 1, 2025 to June 30, 2026 and will not exceed \$75,000.

**7. Summer 2025 College for Kids Camp with District 97**

The committee recommended that the Board of Trustees approve an Agreement with Oak Park Elementary School District 97 (D97) to offer a College for Kids Camp for up to fifty (50) D97 students, on Triton's campus, June 9-26, 2025. College for Kids Camp is a career exploration initiative that provides middle school-aged students with the opportunity to learn about different career fields and the skills needed to be successful in various occupations. D97 staff will be responsible for recruiting students and Triton College staff will be jointly responsible for supervising the students while on campus. Prior to the start of the camp, all personnel having direct daily contact with the students are required to

complete background checks conducted by D97 and paid for by Triton. D97 will cover 100% of student tuition fees, including instruction, classroom/lab space, materials/supplies, daily lunch, and transportation, up to \$20,550. Triton will cover the fees associated with background checks, not to exceed an estimated amount of \$500.

**8. College for Kids Camp with Friday Night Place**

The committee recommended that the Board of Trustees approve an Agreement with Fellowship Community Services, Inc., a/k/a Friday Night Place (“FNP”) to offer a College for Kids Camp for up to fifteen (15) FNP students, on Triton’s campus, June 16–26, 2025. D97 will cover 100% of student tuition fees, up to \$9,260. Triton will cover the fees associated with background checks, not to exceed an estimated amount of \$500.

**9. Automotive Video Innovations, Inc. Hybrid Training Tools** (original title listed on the agenda was: *Hybrid Training Tool Cutaway Vehicle, Trailer, Wrap*)

The committee recommended that the Board of Trustees approve the purchase of one (1) Hybrid Training Tool Cutaway Vehicle (\$39,765.00), one (1) Trailer for Hybrid Training Tool Cutaway Vehicle (\$16,500.00), and one (1) Trailer Wrap for Hybrid Training Tool Cutaway Vehicle (\$8,000.00) to provide hands-on learning experience for students in the electric vehicle (EV) technology program. The total amount for all items is \$60,265. Included with this purchase, at no additional cost, is one (1) Remote Actuated Fault, one (1) Graphic Art Wrap, one (1) Eight-Hour Live Hybrid-Electric Training Workshop, twenty (20) HEV/BEV Manuals, and shipping costs. The purchase is fully funded by the FY2025 Electric Vehicle Rev Up Community College Initiative Grant – Round 3.

**10. Mobile Train “Electric Vehicle Charging Station Trainer, Wallbox, Level 2, 240V”**

The committee recommended that the Board of Trustees approve the purchase of training equipment for the Engineering Technology Department, including one (1) Hybrid Training Tool Cutaway Vehicle (\$39,765.00), one (1) Trailer for Hybrid Training Tool Cutaway Vehicle (\$16,500.00), and one (1) Trailer Wrap for Hybrid Training Tool Cutaway Vehicle (\$8,000.00). The total amount for all items is \$60,265. Included with this purchase, at no additional cost, is one (1) Remote Actuated Fault, one (1) Graphic Art Wrap, one (1) Eight-Hour Live Hybrid-Electric Training Workshop, twenty (20) HEV/BEV Manuals, and shipping costs. The purchase is fully funded by the FY2025 Electric Vehicle Rev Up Community College Initiative Grant – Round 3.

**Communications & Institutional Advancement**

**11. 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 promote Triton College brand awareness and registration throughout FY26. This Agreement will be effective July 1, 2025 through June 28, 2026 at a cost not to exceed \$32,500.

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

The committee recommended that the Board of Trustees approve the purchase of online digital ads and television advertisements with Effectv - a Comcast Company, to support FY26 enrollment. The total cost will not exceed \$73,000.

**13. 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 to be paid to Total Traffic and Weather Network to support FY 26 enrollment. The advertisements will run on WDRV-FM, WGCI-FM, WKSC-FM, WVAZ-FM, WOJO-FM, WPWX-FM and WLEY-FM radio stations throughout FY26 at a cost not to exceed \$35,100.

**14. Agreement with iHeart Media (Digital Advertising)**

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 will promote Triton College brand awareness during FY26 and will cost \$81,000.

**15. Agreement with iHeart Media (Radio)**

The committee recommended that the Board of Trustees approve the purchase of radio advertisements, web banners, web streaming, podcasts, video ads, geo targeted to the Triton College district, on various stations, including KISS FM, WGCI, WCHI, and WLIT; on all iHeart networks, to be paid to iHeart Media to support FY26 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 throughout FY26 at a cost not to exceed \$149,250.

**Information Systems**

**16. American Digital – purchase of Network Hardware**

The committee recommended that the Board of Trustees approve the purchase of network hardware, services and support from American Digital for FY26 in a not-to-exceed amount of \$200,000.

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

The committee recommended that the Board of Trustees approve the purchase of computer software, services and peripherals from CDW Government for FY26, as part of Triton's technology refresh cycle, in a not-to-exceed amount of \$100,000.

**18. 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 services from Heartland Business Systems for FY26, as part of Triton's technology refresh cycle, in a not-to-exceed amount of \$450,000.

**19. Sound Incorporated – Access Control Hardware**

The committee recommended that the Board of Trustees approve the purchase and installation of access control hardware, services and support from Sound Incorporated for FY26 in a not-to-exceed amount of \$50,000.

**20. Pitney Bowes Service Agreement**

The committee recommended that the Board of Trustees approve a 48-month Equipment Rental and Purchase Agreement renewal with Pitney Bowes, to support daily mailroom operations, effective July 1, 2025 through June 30, 2029. The monthly amount is \$551.13 for an annual total of \$6,613.56, and a total for the 48-month term of \$26,454.24.

**APPROVAL OF ACTION EXHIBITS**

Ms. Rockafellow made a motion, Mr. Lambrecht seconded, to forward Finance Exhibits 1 through 20 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

**PURCHASING SCHEDULES**

- B47.19 Fall 2025 Triton College Credit Schedule – Ms. Stephens recommended that the Board of Trustees accept a proposal for printing the Triton College Fall 2025 Credit Schedule submitted by Woodward Printing Services in accordance with their low specified bid of \$24,174.18.
- B47.20 2025 Ford F150 Pickup Truck – Ms. Stephens recommended that the Board of Trustees approve the purchase of one (1) new 2025 Ford F150 P/U Truck that will be added to the O & M fleet, replacing 18-year old F150 P/U truck, from Marrow Brothers Ford in the amount of \$750,000.
- B47.21 2025 Ford Transit Service Van - Ms. Stephens recommended that the Board of Trustees approve the purchase of one (1) new 2025 Ford Transit Service Van that will be added to the van fleet, replacing a 17-year old van, from Landmark Ford in the amount \$47,982.
- B47.22 Placeholder: Cosmetology Lab at Building M - Mr. Lambrecht remarked that the bid opening is scheduled on May 14, 2025 and the recommendation will be presented to the Board on May 20, 2025.

- B47.23 Trash Removal / Recycling Service 2025 - Ms. Stephens recommended that the Board of Trustees accept a proposal for 2025 Trash Removal and Recycling Service submitted by Flood Brothers Disposal Co., in accordance with their low specified bid of \$247,272.

#### **APPROVAL OF PURCHASING SCHEDULES**

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Purchasing Schedules B47.19 through B47.23, 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**

There were no questions to the information provided.

##### **Purchase of College Source Transferology Subscription Update**

The additional Action Exhibit from the Student Affairs did not meet the Finance deadline and is being forwarded directly to the Board of Trustees – a proposal to upgrade the current subscription to College Source Transferology Full License, enhancing Triton's capacity to streamline credit transfer processes, provide robust academic advising, and to improve overall student experience and retention. The upgrade includes free early access to the subscription beginning with March 2025 until the contract commences on July 1, 2025. The cost for the upgraded subscription is \$6,088 with an annual 5% increases thereafter, covering the period from July 1, 2025 through June 30, 2026.

#### **ADJOURNMENT**

Mr. Sullivan made a motion, Mr. Garrity seconded, to adjourn the meeting at 4:57 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 4, 2025