

CALL TO ORDER/ROLL CALL

The meeting was called to order by Ms. Peluso at 4:01 p.m. in the Board Room, A300.

Present: Mr. Abezetian, Ms. Carpenter, Mr. Garrity, Mr. Klinger, Mr. Lambrecht, Ms. Peluso, Mrs. Potter, Mr. Reynolds, Mr. Sullivan.

Absent: Mr. Kubiczky.

Also Present: Ms. Smith, Ms. Page, Dr. Turner.

APPROVAL OF MINUTES

Mr. Sullivan, moved, Mrs. Potter seconded to approve the minutes of the March 7, 2018, Finance meeting. Voice vote carried the motion unanimously.

CITIZEN PARTICIPATION/PRESENTATIONS

Ms. Smith presented the April Quarterly Grant Report which included FY18 grant awards, funding requests submitted and funding requests not funded.

Mr. Garrity presented the April Quarterly ERP Report highlighting the completed projects: Scholarships and Smart Catalog went live; the current projects, Ed2 Go, Billing, Financial Aid Self Service Module, Parchment, and 2 pilots SEM and a Wait List for courses.

Mr. Klinger reported on one employee retirement and two Hourly hires.

NEW BUSINESS

Ms. Peluso stated that with no objection from the committee, the committee will take one vote for the action exhibits and one vote for the purchasing schedules. There was no objection from the committee. Ms. Peluso turned the meeting over to Mr. Sullivan.

1. Budget Transfers

Mr. Sullivan asked if there were any questions on the budget transfers. The committee had no questions.

2. Intergovernmental Agreement Extension of the DVR-Des Plaines Valley Education for Employment Regional Delivery System

Mr. Sullivan stated that this is an extension of the current Agreement which commences on July 1, 2018 and continues through June 30, 2019 with annual renewals through June 30, 2021. The Agreement provides office space

to DVR at the rate of \$10,332 (facility usage) annually. DVR will pay \$1,680 in Operational costs annually. The 5% annual increase in facility usage value and operational costs will be automatically added July 1st of each renewal period. The \$10,332 (plus annual increases) for facility usage, shall be waived and shall serve as Triton's contribution to DVR membership. There is no other special cost to Triton for this Agreement.

3. Camcor, Inc. – Epson Interactive Board Purchase

Mr. Sullivan stated that this a purchase and installation of nine Epson Interactive Brightlink projectors and the associated components for on campus classrooms to be installed and operational before June 30, 2018, for the quoted price of \$35,483.

4. Waiver of Facility Rental Fee for Maywood-Bellwood Chamber of Commerce

Mr. Sullivan stated this is a request to approve Maywood-Bellwood Chamber of Commerce on Wednesday, June 6, 2018, the use of the Cafeteria from 1 pm to 11 pm for a recognition dinner and to waive the room rental fee of approximately \$1,300. The Maywood-Bellwood Chamber of Commerce will pay the actual College expenses of approximately \$1,613 for Triton personnel (custodial, audio visual, hospitality) and equipment expenses.

5. Selection of Student Member of the Board of Trustees

Mr. Sullivan stated that the Board will formally accept the results of the Student Trustee Election held on April 3 and April 4, 2018.

6. Fees for Academic Transcripts

Mr. Sullivan stated that this is to approve the fee structure for delivery of academic transcripts by Parchment Exchange. Transcripts will be available for delivery in both electronic and print formats based on the students' needs. The new fee structure would be effective on the date of transition to Parchment for transcript delivery which is anticipated to be on May 24, 2018. The fee structure will help to offset the cost associated with academic transcripts. The College last increased this fee in the 1992-1993 academic year.

7. Administration Fees for Testing Services

Mr. Sullivan stated that this is to approve an updated fee structure for testing services offered by the Triton College Testing Center. On-campus testing services impacted by the proposed fee structure include: test proctoring, remote testing for placement testing; administration of the CLEP and DSST exams; and WorkKeys. The new fee structure would be effective on July 1, 2018. There are no additional

costs to the College. Mr. Sullivan requested that a chart be added which will include the “current administration fee” and the “proposed administration fee” for each test.

8. Renewal of Memorandum of Understanding Between Eastern Illinois University and Triton College

Mr. Sullivan stated that this is a renewal of the Memorandum of Understanding (MOU) with Eastern Illinois University. Once signed by both parties, the MOU is effective for a two-year term which may thereafter be renewed for a subsequent two-year terms but shall not exceed a total of ten years. There is no special cost to Triton College.

9. Agreement with Comcast Spotlight

Mr. Sullivan stated that this is a purchase of television advertisements during the Cubs regular season along with digital impressions targeting enrollment opportunities at Triton College with Comcast Spotlight. The advertisements will air one time during each of the approximately 78 regular season games on Comcast, as well as appear as digital ads through Comcast-affiliated web content. The advertisements will run throughout the 2018 baseball season which spans fiscal years 2018 and 2019 costing \$19,188.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan moved, Mr. Reynolds seconded to forward Finance Exhibits 1 through 9 with the changes as noted, to the Board of Trustees with a recommendation for approval. Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

- B40.16 Landscape Maintenance: Ms. Carpenter recommended that a proposal for Landscape Maintenance 2018 be awarded to Beary Landscape Management in accordance with their low specified bid of \$76,300.
- B40.17 Continuing Education Guide – Summer 2018: Ms. Carpenter recommended that a proposal for printing the Summer 2018 Continuing Ed Guide be awarded to Breese Publishing Company in accordance with their low specified bid of \$18,401.
- B40.18 Parking Gate Installation 2018: Ms. Carpenter recommended that proposal for the Parking Gate Installation project be awarded to Electrical Contractors, Inc. in accordance with their low specified bid of \$40,366.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan moved, Mr. Lambrecht seconded to forward Purchasing Schedules B40.16, B40.17 and B40.18 to the Board of Trustees with a recommendation for approval. Voice vote carried the motion unanimously.

CLOSED SESSION

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

INFORMATION ITEMS

- **Monthly Financial Report**
- **Third Quarter Investment Report**
- **Agreement with ATCC**
 - Mr. Sullivan requested that discussion be continued next month.

- Mr. Sullivan called for a discussion next month to review the College's insurance level requirement for campus facility rental.

ADJOURNMENT

Mr. Sullivan moved, Mr. Abezetian seconded to adjourn the meeting at 4:45 p.m. Voice vote carried the motion unanimously.

Respectfully submitted,

Carolyn Palmer

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Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: May 2, 2018