

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

The meeting was called to order by Trustee Peluso at 4:04 p.m. in Room A300.

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

Member Absent: Mr. Kubiczky, Mrs. Potter.

Also Present: Ms. Page, Dr. Koslow-Martin, Mr. Carter, Ms. Meyer.

### **APPROVAL OF MINUTES**

Mr. Sullivan moved, Mr. Abezetian seconded to approve the Finance minutes of the October 3, 2018, meeting. Voice vote carried the motion unanimously.

### **CITIZEN PARTICIPATION/PRESENTATIONS**

Human Resources Update: Mr. Klinger reported on the recent college hires and resignations.

There was no citizen participation or presentation.

Without objection, Trustee Peluso turned the meeting over to Mr. Sullivan for New Business.

### **NEW BUSINESS**

#### **1. Budget Transfers**

Mr. Sullivan asked if there were any questions on the Budget Transfers. The committee had no questions. Mr. Sullivan noted that the transfers will be amended before going to the Board due to a need for formatting changes.

#### **2. Certificate of Final Completion and authorization of Final Payment M Building Pavement Stabilization**

Mr. Sullivan stated that this is a Certificate of Final Completion and Final Pay Application of \$3,017.93 for the M Building Pavement Stabilization project. The total project cost was \$60,358.50. The original contract amount was \$69,510.50; the project came in under budget by \$9,152.

**3. Three Year Extension to the Follett Bookstore Agreement**

Mr. Sullivan stated that this an addendum to the Follett Bookstore Agreement. The addendum extends the current five-year contract for an additional three years for a total contract length of eight years; revising the contract term to run from July 1, 2018 through June 30, 2026. The addendum provides for an additional \$80,000 of capital investment to be paid by Follett to renovate the Bookstore ceiling. The three-year contract extension has a minimum value to the College of \$605,000.

**4. Prevailing Wage Resolution 2018-19**

Mr. Sullivan stated that this is a resolution which requires the college to maintain compliance with the Prevailing Wage Act. This Act requires the College to include a statement that contractors must pay wages established as “prevailing” by the Illinois Department of Labor in its bids for services. The current rates were released on November 5, 2018.

**5. Chicago Office Technology Group – SMART Notebook License Renewal**

Mr. Sullivan stated that this is a license renewal for the SMART Notebook software which will expire on November 30, 2018. Mr. Sullivan requested Mr. Garrity to contact Chicago Office Technology Group and request a revision to the renewal period to align with our fiscal year. This will bring the renewal to 31 months; i.e., December 1, 2018 through June 20, 2021, for a cost of \$10,784.28.

**6. Waiver of Facility Request West 340 Intermediate Service Center No 2 and Community Alliance**

Mr. Sullivan stated that this is a fee waiver request from West 40 Intermediate Service Center No 2 and Community Alliance for the use of the R Building rooms 301; 313, 317; 319 and the auditorium, as well as fees associated with maintenance, police and audio visual needs on Saturday, February 23, 2109, from 8 am – 1 pm for the “Say Yes to Your Future” event. Approximately 400 mothers and daughters will participate in this event. The value of the fee waiver is approximately \$6,060.

**7. 2019 Triton College Health Benefit Plan  
(Blue Cross Blue Shield PPO) Employee Co-Premium Rates**

Mr. Sullivan stated that the 2019 PPO Employee Co-Premium Rates are for the following tiers of coverage: Employee \$150 per pay period; Employee + 1 Dependent \$180 per pay period; and Family \$200 per pay period. These rates represent a \$10 increase per pay period from the existing co-premium rates and are effective January 1, 2019 – December 31, 2019.

**8. 2019 Triton College PPO Health Plan Premiums**

Mr. Sullivan stated that the monthly premium rates for the Triton College PPO Plan for calendar year 2019 are effective January 1, 2019 and are as follows Employee \$1,048.73; Employee + 1 Dependent \$2,130.37; and Family \$2,847.25.

**9. 2019 Blue Cross Blue Shield HMO Premium Rates**

Mr. Sullivan stated that the monthly premiums for the 2019 Blue Cross Blue Shield HMO Benefit Plan to be paid by Triton College are as follows: Employee \$792.06; Employee + 1 Dependent \$1,526.90 and Family \$2,326.34.

**10. 2019 Delta Dental PPO Premiums**

Mr. Sullivan stated that this is to approve Delta Dental PPO monthly premium rates effective January 1, 2019. The premium rate calculation is based upon a combination of lives, claim history, and trend factor. Calendar Year 2019 monthly rates represent a 0% increase and will be: Employee \$31.40; Employee + Spouse \$62.80; Family \$106.58.

**11. 2019 Delta Dental Voluntary Coverage Premiums**

Mr. Sullivan stated that the Delta voluntary HMO dental monthly premium rates are effective January 1, 2019. Calendar year 2019 monthly rates represent a 0% increase and will be Employee \$48.05; Employee + Spouse \$95.86; Employee + Child(ren) \$95.14; and Family \$162.35.

**12. 2019 Payflex FSA Administrative Services Fees**

Mr. Sullivan stated that this is a request to approve PayFlex as the Third Party Administrator for the Triton College Employee Flexible Spending Account Plan for the 2019 calendar year. The annual fee is \$750 for the institution with a per member monthly claims administration fee of \$4.63.

**APPROVAL OF NEW BUSINESS ITEMS**

Mr. Sullivan moved, Mr. Abezetian seconded to forward Finance New Business Items 1-12 with a recommendation for approval. Voice vote carried the motion unanimously.

**PURCHASING SCHEDULES**

**B41.10 Continuing Ed Guide – Spring 2019**

Ms. Carpenter recommended that the Board accept the proposal for printing the Spring 2019 Edition of the Continuing Ed Guide from Woodward Printing Company in accordance with their low specified bid of \$20,341.

B41.11 Bookstore Ceiling Project

Ms. Carpenter recommended that the Board accept the proposal for the Building C Bookstore – Ceiling Replacement from Happ Builders, Inc. in accordance with their low specified bid of \$187,813.

**APPROVAL OF PURCHASING SCHEDULES**

Mr. Sullivan moved, Mr. Lambrecht seconded to forward Purchasing Schedules B41.10 and B41.11 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

**ADJOURNMENT**

Mr. Sullivan moved, Mr. Abezetian seconded to adjourn the meeting at 4:23 p.m. Voice vote carried the motion unanimously.

Respectfully submitted,

*Carolyn Palmer*

Carolyn Palmer  
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: December 5, 2018.