

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

The meeting was called to order by Trustee Donna Peluso at 4:00 p.m. through a teleconference line.

Present: Garrick Abezetian, Michael Garrity, Joe Klinger, Stephen Kubiczky, John Lambrecht, John McGarry, Donna Peluso, Elizabeth Potter, Jim Reynolds, Colleen Rockafellow, Sean Sullivan

Absent: none

Also Present: Mary-Rita Moore, Susan Page, Jessica Rubalcaba

## **APPROVAL OF MINUTES**

Mr. Sullivan moved, Mrs. Potter seconded to approve the minutes of the March 4, 2020 Finance meeting. The motion passed with ten (10) votes in favor and one (1) abstention (Mr. Kubiczky abstained from voting as he did not attend the previous meeting).

## **CITIZEN PARTICIPATION/PRESENTATION**

### **Human Resources:**

Mr. Klinger reported that three (3) Academic Advisors (assisting with Pathways) and a Student Success Strategist have been hired.

New payroll: \$150,790

Off payroll: \$0

Without objection, Ms. Peluso turned the meeting new business over to Mr. Sullivan.

## **NEW BUSINESS**

### **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 Boiler Burner Replacement Project, Building N**

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$5,275.40 for the Boiler Burner Replacement Project, Building N. The total project cost was \$52,754.00. It is estimated that it will be finished in October.

**3. Room Rental Fee Change**

The committee recommended that the Board of Trustees approve modification of the Triton College facility rental fee schedule that was last updated in September 2010. The fee increase for external users is associated with upgrades Triton's facilities received over the years (new furniture, decoration finishes and/or state of the art equipment), as well as costs to cover the expected depreciation (ordinary wear and tear).

**APPROVAL OF ACTION EXHIBITS**

Mr. Sullivan made a motion, Mr. Abezitian seconded to forward Action Exhibits 1 through 3 to the Board of Trustees with a recommendation for approval. Voice vote carried the motion unanimously.

**PURCHASING SCHEDULES**

B42.14 Ceramic Lab Kiln Room Ventilation Improvements - Building J: Mr. McGarry recommended that the Board of Trustees accept a proposal for Ceramic Lab Kiln Room Ventilation Improvements in Building J submitted by MG Mechanical Contracting, Inc. in accordance with their low specified bid of \$142,668.00.

**APPROVAL OF PURCHASING SCHEDULES**

Mrs. Potter made a motion, Mr. Lambrecht seconded to forward Purchasing Schedule B42.14 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**

- Heartland Business Systems - Notebook Purchase (Confirmation of Board Poll)  
The purchase of one hundred (100) HP ProBook 450 G6 15.6" Notebook computers from Heartland Business Systems will support our laptop loan program during the COVID-19 pandemic. Each notebook plus extended warranty is \$839.25 for a total cost of \$83,925.00. The plan is to take one hundred (100) notebooks out of Triton College classroom laptop carts and loan them to students and staff that are in need of additional technology during the current campus closure. When the new laptops arrive and are imaged, they will replace the laptops that are out on loan to staff and students.
- Third Quarter Financial Report was shared with the group for review.

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- Monthly Financial Report  
As of 3/31/20, Triton College is 75% (9/12th) through fiscal year 2020.
- Other Comments  
Mr. Reynolds reported that, since some students may want to drop the class because of the transition to online instruction (which some may find challenging), Triton College will be giving out credit vouchers for the current spring semester. The voucher value is in credit hours and can be used against another credit class. Currently, there is no projections what consequences the COVID-19 pandemic may have on the summer and fall semesters.

#### **ADJOURNMENT**

Mr. Lambrecht made a motion, Mrs. Potter seconded to adjourn the meeting at 4:22 p.m. Voice vote carried the motion unanimously.

Respectfully submitted,

          *Margaret Kluza*            
Margaret Kluza  
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: May 6, 2020