

CALL TO ORDER/ROLL CALL

The open meeting was called to order by Trustee Elizabeth Potter at 4:02 p.m. through a published teleconference line, with audio-recording initiated by Mr. Sean Sullivan at that time.

Present in the Boardroom: Garrick Abezetian, Michael Garrity, John Lambrecht, Colleen Rockafellow, Sean Sullivan

Present on phone: Joe Klinger, Stephen Kubiczky, John McGarry, Elizabeth Potter, Jim Reynolds,

Absent: Donna Peluso

Also Present: Paul Jensen, Thomas Olson, Susan Page, Jessica Rubalcaba

APPROVAL OF MINUTES

Mr. Sullivan moved, Mr. Abezetian seconded to approve the minutes of the July 8, 2020 Finance meeting. The rollcall was taken and the motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources:

Mr. Klinger reported that current hiring activities are low, given the current circumstances. He noted that Triton College had filled a temporary full-time faculty position in the Architecture Department as well as two (2) full-time positions in the Financial Aid Department. In addition, Triton is hiring additional Adjuncts.

New payroll: \$325,816

Off payroll: \$263,885

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

NEW BUSINESS

Business Services

1. Budget Transfers

The committee recommended that the Board of Trustees approve the proposed budget transfers to accommodate institutional priorities. Mr. Sullivan commented that there are no further budget transfers between now and the October Board Meeting.

- 2. Canon Solutions America, Inc. (CSA) Copier Maintenance Agreement**
The committee recommended that the Board of Trustees approve an Agreement with Canon Solutions America, Inc. (CSA) for the maintenance of the college's copiers and purchase of up to an additional \$35,000 in equipment, each year of the contract. The term of the Maintenance Agreement will be two (2) years, with up to two (2) additional one-year renewals. The estimated cost of the Maintenance Agreement for two (2) years (based on a projected annual imprint volume of 429,600) is \$76,136.16 (monthly cost of \$3,172.34).
- 3. Facility Fee Waiver: Triton Foundation 28th Annual President's Reception**
The committee recommended that the Board of Trustees approve the use of Triton facilities for the President's Reception for FY 2021, scheduled for the tentative date of November 18, 2020; waive room rental fees and set up charges of approximately \$9,417.11 as per the Triton College Facilities Rental Policy. (subject to further determination and the COVID-19 guidelines).
- 4. Housing Agreement with Dominican University**
The committee recommended that the Board of Trustees approve an Agreement for housing accommodations with Dominican University for up to 10 "NJCAA Division I" student athletes for the 2020-2021 academic year. The cost to Triton College for the academic year is estimated to be \$141,400 (\$14, 140 per student athlete). At this point we have eight (8) male and two (2) female basketball players. (unanimous vote via Board Poll)
- 5. DePue Mechanical Inc., HVAC Services**
That the Board of Trustees approve an open purchase order with DePue Mechanical Inc., a heating, ventilation, and air conditioning contractor that provides emergency equipment and repair services on main campus HVAC systems for the Operations & Maintenance Department. It is recommended that the Board of Trustees approve an FY21 vendor limit of \$25,000.
- 6. Hayes Mechanical, HVAC Services**
That the Board of Trustees approve an open purchase order with Hayes Mechanical, a heating, ventilation, and air conditioning contractor that provides emergency equipment and repair services on main campus HVAC systems for the Operations & Maintenance Department. It is recommended that the Board of Trustees approve an FY21 vendor limit of \$25,000.
- 7. Murphy & Miller Inc., HVAC Services**
That the Board of Trustees approve an open purchase order with Murphy & Miller, Inc., a heating, ventilation, and air conditioning contractor that provides emergency equipment and repair services on main campus HVAC systems for the Operations & Maintenance Department. It is recommended that the Board of Trustees approve an FY21 vendor limit of \$25,000.

8. Oakbrook Mechanical Services, Inc., HVAC Services

That the Board of Trustees approve an open purchase order with Oakbrook Mechanical Services, Inc., a heating, ventilation, and air conditioning contractor that provides emergency equipment and repair services on main campus HVAC systems for the Operations & Maintenance Department. It is recommended that the Board of Trustees approve an FY21 vendor limit of \$25,000.

Academic & Student Affairs

9. Affiliation Agreement with Ann & Robert H Lurie Children's Hospital of Chicago

The committee recommended that the Board of Trustees approve the Affiliation Agreement with Ann & Robert H. Lurie Children's Hospital of Chicago to provide clinical training opportunities. The term of this Agreement shall begin on August 25, 2020, and will terminate August 31, 2025. Thereafter, the Agreement shall auto-renew in five (5) year increments on September 1 of each five (5) year period. Students who are participating in the practical learning at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth. There is no cost to Triton College for this Agreement.

10. Affiliation Agreement with Dr. Sunil Raichand MD

The committee recommended that the Board of Trustees approve the Clinical Affiliation Agreement with Dr. Sunil Raichand MD. This Agreement will be effective on September 1, 2020 and shall have an initial term of one (1) year. At the end of the Initial Term, this Agreement shall automatically renew for three successive one year periods unless terminated. Students who are participating in the practical learning at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth. There is no cost to the College for this Agreement.

11. Agreement with ProQuest LLC

The committee recommended that the Board of Trustees approve an updated Agreement with ProQuest LLC, used for digital resources provided through the Triton College library. The previous Terms and Conditions Agreement was signed in October 2016 and ProQuest is requiring a signed updated Agreement. This Agreement has completed attorney review, and we are requesting approval of conflicting terms as a business decision. The cost of e-resources will not exceed \$55,000.

12. Cooperative Agreement with Elite Ambulance LLC

The committee recommended that the Board of Trustees approve the Cooperative Agreement with Elite Ambulance LLC to provide clinical training opportunities. This Agreement is effective when signed by both parties and shall have an initial term through June 30, 2021. It will thereafter automatically renew for successive

one year periods unless terminated by either party. Either party may terminate this Agreement, with or without cause, upon written notice of (1) semester or (5) months whichever is less, to the other party. Students currently enrolled at that point will be permitted to complete the current clinical rotation under the terms and conditions stated herein. There is no cost to the college for this Agreement.

13. DIA – Higher Education Collaborators – ISSAQ System Agreement

The committee recommended that the Board of Trustees approve the Agreement with DIA Higher Education Collaborators for use of the ISSAQ assessment system as described in the Agreement. The term of service is September 1, 2020 through June 30, 2021. The Agreement pertains to the provision of assessment, training, and information services under the “ISSAQ Platform.” DIA shall be paid \$15,000 for 10 months under this Agreement.

Human Resources

14. EEO and Affirmative Action Program FY20 Summary

The committee recommended that the Board of Trustees approve the Equal Opportunity and Affirmative Action Program as presented by the HR Department. The program outlines the College’s policy against discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam era.

Information Systems

15. Heartland Business Systems - Purchase of Computer Hardware for Testing Center

The committee recommended that the Board of Trustees approve the purchase of seventy-five (75) HP Probook laptop computers from Heartland Business Systems for the not to exceed amount of \$62,175. To the extent possible, old computers will be cascaded into other campus use.

16. 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. There is no change in cost from the FY20 renewal. The renewal period runs from September 1, 2020 through August 31, 2021. The total cost for FY21 will be \$44,030.11.

17. UsableNet Service Renewal

This action exhibit was withdrawn before being advanced to the August Board (the contract still under legal review).

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr Garrity seconded to forward Action Exhibits 1 through 16 (without AE No.4 already confirmed by Board Poll) to the Board of Trustees with a recommendation for approval. The rollcall was taken and the motion carried unanimously.

PURCHASING SCHEDULES

None at this time.

CLOSED SESSION

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

INFORMATION ITEMS

- **Monthly Financial Report**

As of 7/31/20, Triton College is 8% (1/12th) through fiscal year 2021 (7/1/20 to 6/30/21). Mr. Sullivan commented that the fall enrollment is down 26,8% (credit), a little over a week from the start of the fall semester (August 24).

- **FY 2020 Minority/Female/Disabled Vendor Enterprise Report
(Board Policy No. 3316)**

Mr. McGarry provided the following summary of the vendor classifications per the College's Business records:

- 10 are classified as a minority business
- 9 minority and 1 MBE 39 are classified as a female business
- 34 female and 5 WBE 2 are classified as a disabled business
- 6 are classified as both a minority and female business

ADJOURNMENT

Mr. Sullivan made a motion, Ms. Rockafellow seconded to adjourn the meeting at 4:26 p.m., with recordation ceased at that time. The roll call was taken and the motion carried unanimously.

Respectfully submitted,

 Margaret Kluza

Margaret Kluza
Recording Secretary