

CALL TO ORDER/ROLL CALL

The open meeting was called to order by Trustee Elizabeth Potter at 4:01 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, Colleen Rockafellow, Sean Sullivan

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

Absent: none

Also Present: Susan Page, Jessica Rubalcaba

APPROVAL OF MINUTES

Mr. Sullivan made a motion, Mr. Abezetian seconded to approve the minutes of the August 12, 2020 Finance meeting. The rollcall was taken and the motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Audit:

Ms. Torres of Crowe, LLP provided a brief overview of the FY 20 financial report. She noted that it was a very similar year to FY19, and the condition of the college is pretty stable, given the current circumstances (our loss was less than a year before). Ms. Torres also informed the committee that the draft of the audit results will be updated soon (several numbers will change insignificantly).

Mr. Sullivan asked the committee if there were any questions about the audit and there were none.

Human Resources:

Mr. Klinger reported that current hiring activities are relatively low, but there has been an increase in hiring of tutors that provide both on-line and in-classroom support.

In addition, as a result of retirement incentive that was put out for FT employees, the Human Resources Department has received several applications (1 - faculty; 7 - classified; 0 - mid-managers).

New payroll: \$283,603

Off payroll: \$1,000,142

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

NEW BUSINESS

Business Services

1. Approval of FY 2020 Audit

The committee recommended that the Board of Trustees accept the FY 2020 audit as submitted by the accounting firm of Crowe LLP. The auditors have completed their review of the financial statements for the year ending June 30, 2020, and have expressed their opinion on the statements.

2. Certification of Chargeback Reimbursement for FY 2021

The committee recommended that the Board of Trustees approve the Certification of Chargeback Reimbursement for Fiscal Year 2021 as approved by the accounting firm of Crowe LLP. The chargeback reimbursement per semester credit hour for Fiscal Year 2021 is \$245.33.

3. FY 2021 Student Activities Budget and Expenditures

The committee recommended that the Board of Trustees approve the FY 2021 Budget of proposed expenditures of the Fund 10, Student Activities account. The FY 2021 Student Activities accounts have a projected revenue of \$1,171,166 and projected expenditures of \$1,381,665, resulting in a projected decrease of reserves of \$210,499. The fund balance as of June 2021 is projected to be \$0.

4. Resolution Adopting FY 2021 Annual Budget

That the Board of Trustees adopt the proposed Budget for FY 2021, beginning July 1, 2020 and ending June 30, 2021. The Operating Budget totals \$70,341,506 and the Non-Operating Budget totals \$44,286,466. The total Budget for FY 2021 is \$114,627,972.

5. RAMP Report 2022

That the Board of Trustees approve the July 1, 2020 filing of the State of Illinois RAMP report with the ICCB. If approved by the State, Triton College will be obligated to provide 25% of the project financing. There are 8 projects and the 25% matching amounts vary from \$502,300 to \$17,466,800.

Academic & Student Affairs

6. Educational Affiliation Agreement with Gottlieb Community Health Services Corporation D/B/A MacNeal Hospital

The committee recommended that the Board of Trustees approve the Education Affiliation Agreement with Gottlieb Community Health Services Corporation d/b/a MacNeal Hospital to provide clinical training opportunities to students enrolled in Triton's Diagnostic Medical Sonography, Vascular Sonography, Nuclear Medicine Technology, Surgical Technology and Sterile Processing

Technician programs from September 1, 2020 through August 31, 2021. At the end of the Initial Term, this Agreement shall automatically renew for three successive one year periods unless terminated by either party. There is no cost to the college for this Agreement.

7. Educational Affiliation Agreement with Hartgrove Hospital

The committee recommended that the Board of Trustees approve the Educational Affiliation Agreement with Hartgrove Hospital to provide clinical mental health experiences to students enrolled in Triton's Associate Degree Nursing program from September 22, 2020 through June 30, 2023. Before that time, either party may terminate this contract upon thirty (30) days written notice to the other party, at any time and for any reason. There is no cost to the college for this Agreement.

8. 2020 Federal Transit Administration (FTA) Certifications and Assurances

The committee recommended that the Board of Trustees approve the 2020 FTA Certifications and Assurances for the Success Express Shuttle Bus Service. There is no cost to Triton College associated with the FTA Certifications and Assurances.

Information Systems

9. Disposal of Obsolete Computer Equipment

The committee recommended that the Board of Trustees approve the release and disposal of 436 items of obsolete computers, monitors, printers, and computer peripherals. Triton has worked with a disposal company (Illiana Computer Recycling Inc.) that removes, scrubs, and disposes appropriately of this equipment at no charge to the college.

10. Heartland Business Systems - Purchase of Computer Software and Hardware

The committee recommended that the Board of Trustees approve the purchase of thirty (30) laptop computers from Heartland Business Systems for the not-to-exceed amount of \$24,692.40. This computer equipment will be used for students and staff throughout Enrollment Services and is part of Triton College's FY21 technology refresh cycle.

11. UsableNet Service Renewal

The committee recommended that the Board of Trustees approve a one year renewal Agreement with UsableNet to provide an alternative assistive version of www.triton.edu. The renewal runs from July 1, 2020 through June 30, 2021 for a total cost of \$11,500, which is \$1,323.61 less than the FY20 cost.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr Garrity seconded to forward Action Exhibits 1 through 11 (with identified changes) to the Board of Trustees with a recommendation for approval. The rollcall was taken and the motion carried unanimously.

PURCHASING SCHEDULES

- B43.01 Triton College Connect Newsletter - Mr. McGarry recommended that the Board of Trustees accept a proposal submitted by FLC Graphics for printing of the Triton College Connect Newsletter, in accordance with their low specified bid of \$20,715.
- B43.02 Spring 2021 Triton College District Wide Schedule of Classes - Mr. McGarry recommended that the Board of Trustees accept a proposal submitted by Breese Publishing Company for printing of the Spring 2021 Triton College District Wide Schedule of Classes, in accordance with their low specified bid of \$39,997.
- B43.03 Card Access Entry Buildings R & T - Mr. McGarry recommended that the Board of Trustees accept a proposal submitted by F.H. Paschen, S.N. Nielson & Associates LLC for the Card Access Entry Buildings R & T project, in accordance with their low specified bid of \$231,870.
- B43.04 Asbestos Abatement - Building E - Mr. McGarry recommended that the Board of Trustees accept the proposal submitted by Husar Abatement, LTD for the Asbestos Abatement - Building E project, in accordance with their low specified bid of \$71,091.
- B43.05 Third Floor Renovations - Building E - Mr. McGarry recommended that the Board of Trustees accept the proposal submitted by F.H. Paschen, S.N. Nielson & Associates, LLC for the Third Floor Renovations - Building E project, in accordance with their low specified bid of \$268,200.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan moved, Mr. Lambrecht seconded to forward Purchasing Schedules B43.01, B43.02, B43.03, B43.04, and B43.05 to the Board of Trustees with a recommendation for approval. The rollcall 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**

As of 8/31/20, Triton College is 16.7% (2/12th) through fiscal year 2021 (7/1/20 to 6/30/21). Mr. Sullivan commented that the fall enrollment is down 5.7% (credit) as of September 9, 2020.

- **Ellucian CRM Advise Software Subscription**

The CRM Advise platform will be licensed on a Software as a Service (SaaS) model, and Ellucian will be responsible for backups, patches and upgrades over the 5-year term of the Agreement (from 10/1/20 to 6/30/25) for a total cost of \$476,632 over the life of the contract.

ADJOURNMENT

Mr. Sullivan made a motion, Mr. Garrity seconded to adjourn the meeting at 4:45 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

Minutes approved by the Finance/Maintenance & Operations Committee: October 7, 2020