

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

The open meeting was called to order in the Boardroom (A300) by Trustee Elizabeth Potter at 4:00 p.m. through a published teleconference line, with audio-recording initiated by Mr. Sullivan at that time.

Members present in A300: Garrick Abezetian, Michael Garrity, Tracy Jennings, Joe Klinger, John Lambrecht, John McGarry, Elizabeth Potter, Jim Reynolds, Colleen Rockafellow, Sean Sullivan

Members present on phone: Stephen Kubiczky

Absent: (None)

Also Present: Hilary Meyer, President Moore, Jessica Rubalcaba, Tom Olson, Susan Page

### **APPROVAL OF MINUTES**

Mr. Reynolds proposed a change to his summary of the Third Quarter Investment Report. Mr. Sullivan made a motion, Mr. Abezetian seconded, to approve the minutes of the April 7, 2021 Finance meeting, as amended. The roll call was taken and the motion carried unanimously.

### **CITIZEN PARTICIPATION/PRESENTATION**

Mrs. Potter welcomed the newest member of the Board of Trustees, Mr. Tracy Jennings, and she officially appointed him as a member of the Finance Committee.

#### **Human Resources (Joe Klinger):**

Triton has hired (pending Board approval) a new Dean of Continuing Education and a Retention Specialist for Health Careers.

Added to payroll: \$422,110

Removed from payroll: \$455,460

NET savings to payroll: \$33,350

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. Kubiczky pointed

out an error in the budget transfers summary. Mr. Reynolds confirmed that the numbers will be corrected before advancing to the Board of Trustees for consideration.

**2. Agreement with Partnership Financial Credit Union for an On-Campus Branch**

The committee recommended that the Board of Trustees approve an Agreement with “Partnership Financial Credit Union” (PFCU) for an on-campus branch. The contract will be for a 60 month term commencing on July 1, 2021 through June 30, 2026, with two (2) options to extend the Agreement for a period of five (5) years with consent of both parties. The Agreement will provide the College annual rent of \$6,000. The College will waive the first three months rent while renovations are made and ATM equipment and alarm systems are installed. There is no additional cost to the College for this Agreement.

**3. Facility Fee Waiver: Federal Bureau of Investigation (FBI)**

The committee recommended that the Board of Trustees waive the facility usage fee and approve the use of the Triton College indoor and outdoor track facilities, including locker rooms, by the Federal Bureau of Investigation (FBI). The FBI will conduct agent Physical Fitness Tests (PFTs) as well as prospective applicant PFTs, approximately twelve (12) times each year. The Agreement will be effective upon execution, through June 30, 2022. Triton facilities will only be scheduled and used when there is no student, college, or rental activity conflict. There is no special cost to the College for this Agreement.

**4. Resolution Adopting Public Hearing on Proposed FY 2022 Budget**

The committee recommended that the Board of Trustees approve a resolution authorizing a public hearing for the proposed FY 2022 Budget. The public hearing will be held on Tuesday, July 20, 2021, at 6:30 p.m. in the Boardroom (A300) of the Learning Resource Center.

**Academic & Student Affairs**

**5. Annual Subscription with Persistence Plus**

The committee recommended that the Board of Trustees approve an Agreement with Persistence Plus to continue the “behavioral nudge” program, also known as the TRUDY program, to increase retention, persistence, and thereby enrollment, to be effective between June 1, 2021 and June 30, 2022 for the annual amount of \$49,500.

**6. Cooperative Agreement with Norridge Gardens**

The committee recommended that the Board of Trustees approve a Cooperative Agreement with Norridge Gardens. This will be effective on June 1, 2021 and shall have an initial term of one (1) year. This Agreement will automatically renew for additional one (1) year terms unless notice of intent to terminate the

Agreement is provided by either party as set forth herein. Either party may terminate this Agreement upon written notice of one (1) semester or five (5) months, whichever is less. 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.

**7. Library Subscription and Agreement for Medici.tv**

The committee recommended that the Board of Trustees approve an Agreement with MUSEEC Company for the Triton library subscription to “Medici.tv”, a leading music streaming platform that offers a large collection of classical music, concerts, operas, ballets, documentaries, and educational programs. The term of service begins July 1, 2021 and ends June 30, 2022. The total cost of this Agreement will not exceed \$2,750.00.

**8. 2021 Federal Transit Administration (FTA) Certifications and Assurances**

The committee recommended that the Board of Trustees approve the 2021 FTA Certifications and Assurances. This certification allows Triton College to continue to provide the Success Express Shuttle Bus Service. There is no cost to Triton College associated with the FTA Certifications and Assurances.

**9. Library Book Purchase from Amazon.com**

The committee recommended that the Board of Trustees grant the Library permission to issue an Open Purchase Order to Amazon.com to order single title books and other formats on behalf of the Library. The term of service is July 1, 2021 to June 30, 2022 and will not exceed \$25,000.

**10. Agreement with Chicago Area Interpreter Referral Service (CAIRS)**

The committee recommended that the Board of Trustees approve the expenditure paid to Interstate Outdoor Advertising to rent billboard advertising space on North Avenue and Fifth Avenue. This Agreement will begin July 1, 2021 and run through June 30, 2022 at a cost not to exceed \$30,000.

**11. Library Membership and Database Purchases through CARLI**

The committee recommended that the Board of Trustees grant the Library permission to issue an Open Purchase Order to University of Illinois at Urbana-Champaign as the fiscal agent for CARLI (Council of Academic and Research Libraries in Illinois). The term of service is July 1, 2021 to June 30, 2022 and will cover the membership of I-SHARE and database costs will not exceed \$120,000.

**12. Library Membership and Data Purchases through NILRC**

The committee recommended that the Board of Trustees grant the Library permission to issue an Open Purchase Order to NILRC (Network of Illinois Learning Resources in Community Colleges). The term of service is July 1, 2021 to June 30, 2022 and will not exceed \$75,000.

**13. National Student Clearinghouse Contract Revisions**

The committee recommended that the Board of Trustees approve the revised National Student Clearinghouse (NSC) Master Service Agreement and Statements of Work to cover required enrollment reporting, student self-service, enrollment verification, and student tracker services. These are ongoing services that will continue seamlessly once the revised Agreements are approved. The Agreements will begin once fully signed and continue until terminated by NSC or Triton College and incur no-cost to the College.

**14. Intergovernmental Extension Site Agreement with Oak Park River Forest High School**

The committee recommended that the Board of Trustees approve an Intergovernmental Agreement between Triton College and Oak Park River Forest High School. This Agreement will be effective August 1, 2021 through June 30, 2023. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days prior written notice to the other party. Classes in session at the time of termination will be allowed to complete their current term. Total cost associated with offering courses at this extension site is expected to be less than \$10,000 per year (site director, rent, personnel background checks), which is unchanged from the previous Agreement.

**15. First Amendment to the Clinical Agreement with Rush Oak Park Hospital**

The committee recommended that the Board of Trustees approve the First Amendment to the existing Affiliation Agreement with Rush Oak Park Hospital. The term of this Agreement shall be for three (3) years, to commence on April 1, 2021, and terminate March 31, 2024. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed, students who are participating in the clinical learning experiences at the time of expiration or 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.

**16. Cooperative Agreement between Physician Immediate Care, LLC and Triton College**

The committee recommended that the Board of Trustees approve a Cooperative Agreement with Physician Immediate Care, LLC and Triton College. This will be effective on June 1, 2021 and shall have an initial term of one (1) year. This Agreement will automatically renew for additional one (1) year terms unless either party provides notice of intent to terminate the Agreement as provided herein. Either party may terminate this Agreement upon written notice of one (1) semester or five (5) months, whichever is less. 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.

**17. Addendum to Affiliation Agreement with Advocate Illinois Masonic Medical Center**

The committee recommended that the Board of Trustees approve the Addendum to the Affiliation Agreement with Advocate Illinois Masonic Medical Center. This is to modify the original Agreement dated June 1, 2019 and will become effective June 1, 2021, expiring May 31, 2022. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. If the Agreement is terminated by either party, students who are participating in clinical educational experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth therein. There is no cost associated to the College for this Agreement.

**Information Systems**

**18. Ellucian Recruiter Software Renewal**

The committee recommended that the Board of Trustees approve a three year “Ellucian Recruiter Software” Renewal at an annual cost of \$59,492.00. The Agreement Renewal will run from July 1, 2021 through June 30, 2024. The total cost of the three year Agreement will not exceed \$178,476.00.

**19. Rave Wireless Inc. Service Renewal**

The committee recommended that the Board of Trustees approve a three year Service Agreement renewal with Rave Wireless Inc, for the emergency notification platform. The annual cost of the renewal will be \$14,766. The Agreement will run from July 1, 2021 through June 30, 2024. The total cost of the three year Agreement will be \$44,298.00.

**20. Usablenet Service Renewal**

The committee recommended that the Board of Trustees approve a three year renewal with Usablenet to provide an alternative assistive version of www.triton.edu. The renewal runs from July 1, 2021 through June 30, 2024 for an annual cost of \$12,075.00. The total cost for the three year Agreement is \$36,225.00.

**21. Integrated Documents Technologies (IDT) Maintenance Agreement Renewal**

The committee recommended that the Board of Trustees approve a three year Maintenance renewal with IDT for “Capsys”, the College’s document imaging platform for an annual cost of \$15,487.00. The Agreement will run from July 1, 2021 through June 30, 2024. The total cost of the three year Agreement is \$46,461.00.

**22. Upland Software – Filebound Service Agreement Renewal**

The committee recommended that the Board of Trustees approve a three year Service Agreement renewal with IDT for Upland Filebound Software for an

annual cost \$59,475.00. The Service Agreement will run from July 1, 2021 through June 30, 2024. The total cost of the three year Agreement is \$178,425.00.

**23. Heartland Business Systems – 72 Notebook Purchase**

The committee recommended that the Board of Trustees approve the purchase of seventy-two (72) HP ProBook 450 G8 16GB 15.6" Notebooks. These notebooks will be funded through WEI grant funds and loaned out to WEI students. Each notebook plus extended warranty is \$881.00 for the total cost of \$63,432.00.

**24. Heartland Business Systems – 100 Notebook Purchase**

The committee recommended that the Board of Trustees approve the purchase of one hundred (100) HP ProBook 450 G8 16GB 15.6" Notebooks. These notebooks will be funded through CRRSSA grant funds and will be used as needed by employees across campus to allow for a more flexible working environment. Each notebook plus extended warranty is \$881.00 for the total cost of \$88,100.00.

**APPROVAL OF ACTION EXHIBITS**

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Action Exhibits 1 through 24 to the Board of Trustees with a recommendation for approval, as amended. The roll call was taken and the motion carried unanimously.

**PURCHASING SCHEDULES**

None

**CLOSED SESSION**

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

**INFORMATION ITEMS**

**- Monthly Financial Report (Jim Reynolds)**

As of 4/30/21, Triton College is 83% (10/12<sup>th</sup>) through fiscal year 2021. We have collected almost \$26 million in tax revenue to date in FY21. The current year grant budgets are at 75%. Tuition and fees billed in FY21 totaled \$23,466,474 (89% of the budget expectation for the year).

**ADJOURNMENT**

Before the meeting was adjourned, Mr. Kubiczky asked for feedback regarding the Cook County's use of Triton College facility (T-Building) as a COVID-19 vaccination site. Mr. Lambrecht reported that the overall experience has been positive. With additional custodial staff scheduled on Saturday to do extra cleaning, operations in the T-Building have been running smoothly. There is no charge to the Cook County for its use of the Triton College facility as a vaccination site.

Mr. Sullivan made a motion, Mr. Garrity seconded, to adjourn the meeting at 4:30 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: June 2, 2021