

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

The open meeting was called to order in the Boardroom (A300) by Trustee Elizabeth Potter at 4:02 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: Pamela Harmon, Stephen Kubiczky, Tom Olson, Susan Page

Absent: (None)

## **APPROVAL OF MINUTES**

Mr. Sullivan made a motion, Ms. Rockafellow seconded, to approve the minutes of the May 5, 2021 Finance meeting. The roll call was taken and the motion carried unanimously.

## **CITIZEN PARTICIPATION/PRESENTATION**

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

In terms of hiring, Triton will have a new Completion & Transition Specialist for Adult Education (hired through Workforce Equity Initiative grant) and a new Nursing Faculty member.

Added to payroll: \$384,221

Removed from payroll: \$314,560

NET increase to payroll: \$69,661

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.

#### **2. Approval of Fiscal Year 2022 Tentative Budget**

The committee recommended that the Board of Trustees approve the Fiscal Year 2022 Tentative Budget in accordance with state statutes.

**3. Pitney Bowes Service Agreement**

The committee recommended that the Board of Trustees approve the 48 month Equipment Rental and Purchase Agreement with Pitney Bowes. The Agreement will run from July 1, 2021 through June 30, 2025, for the monthly amount of \$507.18 to be billed quarterly at \$1,521.54 for an annual total of \$6,086.16.

**4. Professional Services Agreement Extension with Dorgan, Butcher & Phelps LLC**

The committee recommended that the Board of Trustees approve an extension of the Professional Services Agreement with Dorgan, Butcher & Phelps LLC to provide lobbying and legislative assistance before the Illinois General Assembly, Illinois departments, agencies and commissions. The extension will run from July 1, 2021 through June 30, 2024, unless terminated by either party upon thirty (30) days written notice. Its terms may be extended annually by mutual agreement of the authorized agents of both parties via electronic mail. There is no increase in cost to the College for this extension which will remain \$36,000 for each twelve (12) months of the Agreement. Fees will be paid on a monthly basis in the amount of \$3,000 per month as invoiced.

**5. FY23 RAMP Report**

The committee recommended that the Board of Trustees approve the July 1, 2021 filing of the State of Illinois RAMP report with the ICCB. The RAMP Report offers Triton College the opportunity to request state funding for major repair to college buildings or new buildings either on campus or for satellite locations. There are 8 projects and the 25% matching amounts vary from \$538,100 to \$18,717,300.

**Academic & Student Affairs**

**6. Change of Course Fees for Inclusive Access Courses**

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.

**7. Master Educational Affiliation Agreement with OSF Healthcare System**

The committee recommended that the Board of Trustees approve the Master Agreement with OSF Healthcare System. This Agreement shall commence July 1, 2021 and shall continue for a term of one (1) year. It shall automatically renew for one (1) year periods for a maximum of four (4) additional terms through June 30, 2026, unless either party gives written notice of the intent not to renew at least ninety (90) days prior to the expiration of the preceding term. Students currently enrolled at that point will be permitted to complete the current clinical rotation

under the terms and conditions stated therein. There is no cost to the college for this Agreement.

**8. Agreement with Amita Alexian Brothers Medical Center**

The committee recommended that the Board of Trustees approve the Educational Affiliation Agreement with Amita Alexian Brothers Medical Center. This Agreement shall commence upon execution on May 19, 2021, and shall continue for a period of one (1) year and thereafter will automatically renew for successive one (1) year terms, not to exceed a total of five (5) years, unless terminated by either party. Either party may terminate this Agreement without cause by giving six (6) months written notice to the other party. In the event of termination of the Agreement, students then actively enrolled 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.

**9. Clinical Affiliate Agreement with RML Specialty Hospital**

The committee recommended that the Board of Trustees approve the Clinical Affiliate Agreement with RML Specialty Hospital. This Agreement will become effective on July 1, 2021 and will run for a period of three (3) years, expiring on June 30, 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 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 set forth herein. There is no cost to the college for this Agreement.

**10. Titles for Library Removal/Weeding**

The committee recommended that the Board of Trustees approve the removal/weeding of the outdated 1,119 library titles with an estimated value of \$1,119.

**11. Purchase of 3,000 Wireless Earbuds from 4imprint**

The committee recommended that the Board of Trustees approve the purchase of 3,000 wireless earbuds from the vendor 4imprint, to be provided to students in a campus wide campaign to encourage students to return to campus and to supply regularly needed technology in support of education. The wireless earbuds are just a part of multiple items that will be given out to students. Purchase from 4imprint will not exceed \$24,998.95.

**Communications & Institutional Advancement**

**12. Agreement with Hibu**

The committee recommended that the Board of Trustees approve the purchase of search engine advertising that will reach Google, Yahoo and Bing networks (the

nation's largest desktop and mobile advertisement partners) and Major Internet Yellow Pages. This Agreement covers the period of July 1, 2021 - June 30, 2022 and will not exceed \$57,000.

**13. Agreement with Pandora Radio**

The committee recommended that the Board of Trustees approve the purchase of audio ads with banners and video ads to be paid to Pandora Radio for Fiscal Year 2022 enrollment. The advertisements will run variously throughout Fiscal Year 2022 in support of Fiscal Year 2022 enrollment at a cost not to exceed \$30,000.

**14. Agreement with Univision Communications Inc.**

The committee recommended that the Board of Trustees approve the purchase of radio advertisements, Web banners, Web streaming, and additional recruitment opportunities to be paid to Univision Communications Inc. for Fiscal Year 2022 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton. The advertisements will run variously throughout Fiscal Year 2022 in support of Fiscal Year 2022 enrollment at a cost not to exceed \$30,000.

**Human Resources**

**15. Agreement with Shaker Recruitment, Advertising, and Communications (FY22)**

The committee recommended that the Board of Trustees authorize placing Triton College employee recruitment advertising with Shaker Recruitment, Advertising, and Communications. Shaker charges are on a per posting basis with fees ranging from \$300 to \$1,500 dependent on ad size and job board. The total expenditures to Shaker Advertising for Fiscal Year 2022 will not exceed the amount of \$50,000.

**16. Hourly Employee Wage Increase**

The committee recommended that the Board of Trustees approve an hourly wage increase of \$0.40 (forty cents) per hour for all non-bargained for hourly employees that meet the following criteria: 1) Employee has held current position since before July 1, 2020; 2) Employee completes a time card; 3) Employee has not received an increase in their hourly wage since July 1, 2020; 4) Employee is not engaged under an individual assignment teaching contract. This hourly wage increase is effective July 1, 2021. The estimated cost of the increase for FY22 is \$50,000.

**17. Renewal of Service Agreement with PeopleAdmin, Inc.**

The committee recommended that the Board of Trustees approve the annual license fee with PeopleAdmin, Inc. Triton College entered into an agreement with

PeopleAdmin, Inc. for an Applicant Tracking System (ATS) in 2008. The renewal cost is \$25,000 (\$4,477.28 less from FY21).

### **Information Systems**

#### **18. American Digital – Purchase of Network Hardware**

The committee recommended that the Board of Trustees approve the purchase of network hardware and support from American Digital for the not-to-exceed amount of \$200,000 for Fiscal Year 2022. This network hardware will be used for Information Systems network updating and network expansion across campus.

#### **19. Blackboard Application Maintenance Renewal**

The committee recommended that the Board of Trustees approve a five-year Maintenance Agreement with Blackboard to provide software and technical support for Blackboard's application and "twenty-four hour server monitoring" and "problem resolution services". The current Maintenance Agreement expires on June 30, 2021. The terms of this renewal will run from July 1, 2021 through June 30, 2026, for the total five-year cost to the College of \$1,752,407.

#### **20. CDW Government – Purchase of Computer Software and Peripherals**

The committee recommended that the Board of Trustees approve the purchase of computer software and peripherals from CDW Government for the not-to-exceed amount of \$100,000 for Fiscal Year 2022. This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton's technology refresh cycle.

#### **21. Heartland Business Systems – Purchase of Computer Hardware, Software and Peripherals**

The committee recommended that the Board of Trustees approve the purchase of computer hardware, software, and peripherals from Heartland Business Systems for the not-to-exceed amount of \$400,000 for Fiscal Year 2022. This new computer equipment is part of Triton's technology refresh cycle.

#### **22. Heartland – Palo Alto Firewall Purchase**

The committee recommended that the Board of Trustees approve the purchase of two Palo Alto PA-3220 Firewalls to replace two existing Palo Alto PA-3050 firewalls which are at the end of supported life by the manufacturer. The purchase includes one year of Threat Prevention subscription, PANDDDB URL filtering, WildFire subscription and Premium support. The total cost of the firewall upgrade will be \$45,218.88.

**APPROVAL OF ACTION EXHIBITS**

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Action Exhibits 1 through 22 to the Board of Trustees with a recommendation for approval. The roll call was taken and the motion carried unanimously.

**PURCHASING SCHEDULES**

B43.14 Catering Services – Child Development Center: Mr. McGarry recommended that the Board of Trustees accept a proposal submitted by Delicious Unlimited by Quality Catering for the Triton College Child Development Center Catering Services, in accordance with their low specified bid of \$26,749.60.

**APPROVAL OF PURCHASING SCHEDULES**

Mr. Sullivan moved, Ms. Rockafellow seconded, to forward Purchasing Schedule B43.14 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**

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

As of 5/31/21, Triton College is 92% (11/12<sup>th</sup>) through fiscal year 2021. We have collected over \$28 million in property tax revenue to date in FY21 (\$2 million more since our last meeting). We have received 90% of the Base Operating Grant payment. Tuition and fees are down.

**ADJOURNMENT**

Mr. Sullivan made a motion, Mr. Garrity seconded, to adjourn the meeting at 4:32 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: July 7, 2021