

CALL TO ORDER/ROLL CALL

The meeting was called to order by Ms. Peluso at 4:06 p.m. in the Board Room, A300.

Present: Mr. Garrity, Mr. Klinger, Mr. Kubiczky, Mr. Lambrecht,
Ms. Peluso, Mr. Reynolds, Mr. Sullivan.

Absent: Mr. Abezetian, Mrs. Potter

Also Present: President Moore, Ms. Schafer, Ms. Page.

APPROVAL OF MINUTES

Mr. Sullivan moved, Mr. Garrity seconded to approve the minutes of the May 8, 2019, Finance meeting. Voice vote carried the motion unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Mr. Klinger informed the committee that the individual recommended for hire for the Director of Admissions position declined our offer. Mr. Klinger also welcomed Margaret Kluza, Administrative Assistant to Vice President Sullivan, to Triton College.

Without objection from the committee, Ms. Peluso turned the meeting over to Mr. Sullivan.

NEW BUSINESS

1. Budget Transfers

Mr. Sullivan asked if there were any questions on the Budget Transfers. There were no questions from the committee.

2. Approval of FY 2020 Tentative Budget

Mr. Sullivan stated that the 2020 Tentative Budget will be presented to the Board of Trustees. It will be placed in libraries throughout the district and will have been available for public review for 30 days prior to the public hearing in accordance with state statutes.

3. Prevailing Wage Resolution 2019-2020

Mr. Sullivan stated that the annual Prevailing Wage Act requires vendors to pay the prevailing wage in Cook County in order to provide equalization in a bidding

situation. The Illinois Department of Labor has posted the wage rates for 2019, released on April 20, 2018, and are effective April 5, 2019.

4. FY 2021 Ramp Report

Mr. Sullivan stated that this is the July 1, 2019 filing of the State of Illinois RAMP Report with the ICCB. If approved by the state, the 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.

5. Revision in Treasurer's Bond

Mr. Sullivan stated that this is a request to approve a revision of the Treasurer's Bond to no less than 25% of all cash and other monetary assets of which the Treasurer is to have custody. Compliance with State law is 25% of these assets. For FY20, we are over insured. It is recommended the Surety Bond be reduced to \$10 million for FY20. The cost of the Bond for FY20 will be \$8,909 annually.

6. Reduction of Surety Bond – Capital Improvements for College Treasurer

Mr. Sullivan stated that this is a request to approve a reduction to the Public Official Treasurer Bond to the amount of \$0 dollars. The Surety Bond protects the College from the misappropriation of funds by the Treasurer who is the authorized official responsible for the proper use of College funds. The Surety Bond in the amount of \$53 million was purchased when the College issued the General Obligation Bonds in the fall of 2014. The Bond was reduced to \$30 million in July of 2016; to \$20 million October of 2016; and to \$10 million June of 2017, to \$1 million June of 2018, due to the Construction Bond proceeds being spent down on various capital projects. All bond funds have now been expended and the bond is no longer needed.

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

Mr. Sullivan stated that this is an extension of the Professional Services Agreement with Dorgan, Butcher & Phelps LLC to provide state legislative funding assistance, to review and monitor legislation before the Illinois General Assembly beneficial or harmful to Triton College. The extension will run from July 1, 2019 through June 30, 2020, unless terminated by either party upon thirty days written notice. There is no increase in cost to the College for this extension which will remain \$36,000 for twelve months of the Agreements. Fees will be paid on a monthly basis in the amount of \$3,000 per month as invoiced.

8. Update of Approved Tax Sheltered Annuity Providers

Mr. Sullivan stated that this is an update to the companies listed as authorized tax sheltered annuity [403(b)] and deferred compensation plan providers for college employees per the Plan document. They are 1. AXA Equitable Life Insurance Company; 2. Cetera Investment Services, LLC (previously Forester Financial); AIG Retirement; and 4. TIAA – CREF. After further research, Mr. Sullivan indicated that the former company of AIG Retirement, “Valic”, should also be noted. Mr. Kubiczky commented that Triton employees should be notified of any changes to the plan providers.

9. Apple, Inc. Purchase of Apple Equipment

Mr. Sullivan stated that is a purchase of Apple computers and other equipment for a not-to-exceed amount of \$150,000 for FY20. Apple is a sole source vendor that provides Triton with an educational discount from its list prices.

10. CDW Government Purchase of Computer Software and Peripherals

Mr. Sullivan stated that this is for the purchase of computer software and peripherals from CDW Government for the not-to-exceed amount of \$50,000 for FY20. Purchases of data processing equipment and software are exempt from bidding by state statute.

11. Heartland Business Systems Purchase of Computer Hardware, Software and Peripherals

Mr. Sullivan stated that this is a purchase of computer hardware, software, and peripherals from Heartland Business Systems for the not-to-exceed amount of \$400,000 for FY20. Purchases of data processing equipment and software are exempt from bidding by state statute.

12. Midco Software Assurance Renewal

Mr. Sullivan stated that this is a one-year Mitel software assurance renewal with Midco to support the College’s telephone platform which will run July 1, 2019 through June 30, 2020. The software assurance support is \$4 greater than FY19; the total cost of the FY20 Agreement is \$12,976.70.

13. Midco Hardware Support Renewal

Mr. Sullivan stated that this is a one-year hardware support renewal with Midco to support the College’s telephone platform. The renewal will run from July 1, 2019 through June 30, 2020. The hardware support is \$543.50 greater than FY10. The total cost of the FY20 renewal is \$11,412.50.

14. Midco Purchase of Telephone Equipment

Mr. Sullivan stated that this is a purchase of desktop telephones, equipment, and support from Midco for the not-to-exceed amount of \$100,000 for FY20. Midco is the approved vendor for providing Mitel phones at NJPA pricing through Mitel's NJPA contract allowing the purchase of phones and licensing at lower pricing than other vendors can provide.

15. American Digital – HP Hardware Maintenance

Mr. Sullivan stated that this is a purchase of Hewlett Packard Hardware Maintenance Agreement from American Digital for Datatel/Colleague Servers and Triton College network hardware. This Agreement will be in effect from July 1, 2019 through June 30, 2020 for a total cost of \$73,013.36.

16. American Digital – Purchase of Network Hardware

Mr. Sullivan stated that this is a purchase of network hardware and support from American Digital for the not-to-exceed amount of \$200,000 for FY20.

17. Renewal of Service Agreement with PeopleAdmin, Inc.

Mr. Sullivan stated that this is the annual service fee with PeopleAdmin, Inc. in the amount of \$28,618. The renewal increased by \$1,100 from FY19.

18. Agreement with Shaker Recruitment, Advertising and Communications (FY19)

Mr. Sullivan stated that this is a request to authorize placing Triton College employee recruitment advertising with Shaker Recruitment, Advertising, and Communications. Shaker charges are on a per posting basis with fees ranging between \$130 to \$1,500 dependent on ad size and job board and ad location. The total expenditures to Shaker Advertising will not exceed the amount of \$50,000 for FY20.

19. Reliance Standard Group Term Life Insurance Rate

Mr. Sullivan stated that this is a three-year life insurance rate guarantee by Reliance Standard of \$0.15 per \$1,000 benefit effective July 1, 2019. Triton College is a member of the Illinois Community College Consortium (ICCC), and it was determined by the Consortium that Reliance Standard presented the best final offer. This life insurance rate represents an estimated 16.5% annual premium savings from FY19.

20. Non-Bargained for Hourly Employee Wage Increase

Mr. Sullivan stated that this is an hourly wage increase of \$0.30 cents per hour for all non-bargained for hourly employees that meet 1. Employee has held current position since before July 1, 2018; 2. Employee completes a time card; 3. Employee has not received an increase to their hourly wage since July 10, 2018 and 4. Employee is not engaged under an individual assignment teaching contract. The hourly wage increase is effective July 1, 2019.

21. Agreement with WGN-TV

Mr. Sullivan stated that this is a purchase of digital display and pre-roll on connected TV devices via WGN throughout the July 1, 2019 to June 30, 2020 enrollment cycles. These advertisements will run throughout FY20 online at WGN.com at a cost not to exceed \$21,000.

22. Agreement with 2060 Digital

Mr. Sullivan stated that this is a purchase of digital ads to be posted by 2060 Digital throughout the July 1, 2019 to June 30, 2020 enrollment cycles. The advertisements will run throughout FY20 on multiple online and social media advertising venues at a cost not to exceed \$60,000.

23. Agreement with HIBU

Mr. Sullivan stated that this is a purchase of search engine advertising that will reach Google, Yahoo and Bing networks and major internet Yellow Pages. The Agreement covers the period of July 1, 2019 to June 30, 2020 at a cost not to exceed \$57,000.

24. Agreement with Comcast Spotlight

Mr. Sullivan stated this is a purchase of television advertisements to be paid to Comcast Spotlight for FY20 enrollment. The advertisements will run variously throughout FY20 and will cost \$59,000.

25. Titles for Library Removal/Weeding

Mr. Sullivan stated that this is a request to approve the removal/weeding of 1,844 Library titles with an estimated value of \$1,884.

26. Amendment to Clinical Affiliate Agreement with West Suburban Medical Center/Vanguard River Forest Campus

Mr. Sullivan stated that this is an Amendment to the Clinical Affiliate Agreement with West Suburban Medical Center/Vanguard River Forest Campus. The Amendment is to the original Agreement dated April 1, 2018. The Amendment will enable students in the Sterile Processing program to participate in clinical education experiences at West Suburban Medical Center/Vanguard River Forest Campus. There is no cost to the college for this Amendment Agreement.

27. Amendment to the McGraw Hill Education (MHE) Data Sharing Agreement

Mr. Sullivan stated that this is an Amendment to the Data Sharing and Security Agreement with McGraw Hill Education effective between June 19, 2019 and December 31, 2023. Participation in this data sharing incurs no monetary cost to the college.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan moved, Mr. Lambrecht seconded to forward Finance items 1-27 to the Board of Trustees with a recommendation for approval. Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

- B41.27 Triton College Connect Newsletter: Ms. Schafer recommended that the Board accept a proposal for the printing of the Triton College Connect Newsletter with Breese Publishing Company in accordance with their low specified bid of \$34,806.42.
- B41.28 Continuing Ed Guide Fall 2019: Ms. Schafer recommended that the Board accept a proposal for printing the Fall 2019 Continuing Ed Guide with Woodward Printing Services in accordance with their low specified bid of \$20,667.
- B41.29 Janitorial Supplies 2020: Ms. Schafer recommended that the Board accept a proposal for Janitorial Supplies – 2019 from North American Corporation in the amount of \$63,705.83 and from HP Products Corporation in accordance with their low specified bid of \$88,305.29.
- B41.30 Boiler Burner Replacement – Building N: Ms. Schafer recommended that the Board accept a proposal for the Boiler Replacement Project – Building N with Oakbrook Mechanical Services, Inc. in accordance with their low specified bid of \$60,177.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan moved, Mr. Lambrecht seconded to forward Purchasing Schedule B41.27 through B41.30 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

ADJOURNMENT

Mr. Sullivan moved, Mr. Garrity seconded to adjourn the meeting at 4:41 p.m. Voice vote carried the motion unanimously.

Respectfully submitted,

Carolyn Palmer
Carolyn Palmer
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: July 3, 2019