

CALL TO ORDER/ROLL CALL

The meeting was called to order by Trustee Donna Peluso at 4:00 p.m. in the Board Room, A300.

Present: Garrick Abezetian, Michael Garrity, Joe Klinger, Stephen Kubiczky, John Lambrecht, Donna Peluso, Elizabeth Potter, Jim Reynolds, Sean Sullivan

Absent:

Also Present: Pamela Harmon, Susan Page

APPROVAL OF MINUTES

Mr. Sullivan moved, Mr. Lambrecht seconded to approve the minutes of the July 3, 2019 Finance meeting. Voice vote carried the motion unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Mr. Klinger informed the committee that the Human Resources Department has offers out for 25 new full-time (FT) employees and some of the new hires include:

- 9 FT faculty (2 Automotive, 2 Business, 1 Education, 1 Nursing, 1 Radiology, 1 Science, 1 Visual Communications)
- 3 Administrators (Dean of Business and Technology, Executive Director of Strategic Planning and Accreditation, Director of Admissions)

Leaving payroll: \$619,595 Additional payroll: \$1,627,784

Without objection, Ms. Peluso turned the meeting new business over to Mr. Sullivan.

NEW BUSINESS

1. Verizon Wireless Site Lease Agreement

The committee recommended that the Board of Trustees enter into a site lease agreement with Chicago SMSA Limited Partnership d/b/a Verizon Wireless for cellular transmission on the existing tower located on the East Campus behind the Multi-Purpose Field. The Agreement will be for a term of up to 25 years for an expected income of \$896,992 to the college.

2. Facility Rental Fee Waiver: Triton Foundation 27th 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 2020, scheduled for November 6, 2019 and waive room rental fees, set up charges, which are approximately \$2,000.

3. DePue Mechanical Inc., HVAC Services

The committee recommended 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 FY20 vendor limit of \$25,000.

4. Hayes Mechanical, HVAC Services

The committee recommended 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 FY20 vendor limit of \$25,000.

5. Murphy & Miller Inc., HVAC Services

The committee recommended 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 FY20 vendor limit of \$25,000.

6. W.J. O'Neil Chicago LLC, HVAC Services

The committee recommended that the Board of Trustees approve an open purchase order with W. J. O'Neil Chicago LLC, 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 FY20 vendor limit of \$25,000.

7. Facility Rental Fee Waiver: Illinois Comptroller's Office of Susana Mendoza

The committee recommended that it forward to the Board of Trustees a request to use the Triton College Rooms B204 and B210 by the Illinois Comptroller's Office of Susana Mendoza on Monday, September 30, 2019, from 11:30 am to 4:30 pm, to hold a training for local governmental officials. The value of the facility waiver request is \$1,260 (\$1,000 - room rental fee, plus \$260 - cost of Triton personnel) as per the Triton College Facilities Rental Policy.

8. Equal Opportunity and Affirmative Action Program - Fiscal Year 2019 Summary

The committee recommended that the Board of Trustees approve the Equal Opportunity and Affirmative Action Program that 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.

9. 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 at a cost of \$44,030.11 for FY20.

10. Advocate Illinois Masonic Medical Center Agreement

The committee recommended that the Board of Trustees approve a three-year Affiliation Agreement between Triton College and Advocate Illinois Masonic Medical Center. There is no cost associated to the college for this agreement.

11. Loyola University Medical Center Agreement

The committee recommended that the Board of Trustees approve the Medical Education Affiliation Agreement between Triton College and Loyola University Medical Center. This Agreement shall remain in effect for a period of one year and, at the end of the initial term, it shall automatically renew for three successive one year periods unless terminated by the parties. There is no cost associated to the college for this agreement.

12. Village of North Riverside Fire Department Agreement

The committee recommended that the Board of Trustees approve the Cooperative Agreement between Triton College and the Village of North Riverside Fire Department. This agreement will become effective when signed by both parties and will automatically renew for one year periods beginning September 1, 2019. There is no cost associated to the college for this agreement.

13. Housing Agreement with Dominican University

The committee recommended that the Board of Trustees approve the expenditure of \$128,640 in accordance with a contractual agreement for housing accommodations between Triton College and Dominican University for ten NJCAA Division I basketball student-athletes for the 2019-2020 academic year.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan moved, Mr. Garrity seconded to forward Action Exhibits 1 through 13 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

- Employee Technology Reimbursement Policy
The proposed new employee technology reimbursement policy was discussed and will allow staff to be reimbursed for authorized use of personal electronic devices for administratively required business of the College. All reimbursements must be pre-approved and cannot exceed \$25.00 per month.

- Monthly Financial Report
As of 7/31/19, Triton College is 8% (1/12th) through fiscal year 2020 (7/1/19 to 6/30/20).

- FY 2019 Minority/Female/Disabled Vendor Enterprises Report
(Board Policy No. 3316)
The vendor activity report for Fiscal Year 2019 lists 1478 vendors and provides the following information:
 - the amount paid during the fiscal year to each vendor;
 - if the vendor has self-identified as a minority, female or disabled vendor according to Triton College Vendor classifications;
 - if the vendors are certified with the CMS Business Enterprise Program (BEP) as a Woman Business Enterprise (WBE), Woman Minority Business (WMB), or Minority Business Enterprise (MBE).

ADJOURNMENT

Ms. Peluso made a motion, Mr. Lambrecht seconded to adjourn the meeting at 4:22 p.m. Voice vote carried the motion unanimously.

Respectfully submitted,

Margaret Kluza
Margaret Kluza
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: September 11, 2019