

CALL TO ORDER/ROLL CALL

The meeting was called to order by Trustee Donna Peluso at 4:04 p.m. in the Board Room, A300.

Present: Garrick Abezetian, Michael Garrity, Joe Klinger, Stephen Kubiczky, John McGarry, Donna Peluso, Elizabeth Potter, Colleen Rockafellow, Sean Sullivan

Absent: John Lambrecht, Jim Reynolds

Also Present: Jennifer Davidson, Susan Page, Belkis Torres-Capeles

APPROVAL OF MINUTES

Mr. Sullivan moved, Mr. Abezetian seconded to approve the minutes of the January 15, 2020 Finance meeting. Voice vote carried the motion unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Ms. Peluso appointed Colleen Rockafellow, the new Triton College Executive Director of Business Operations, to the College's Finance Committee.

Human Resources:

Mr. Klinger reported that three (3) full-time faculty members will be recommended for tenure at the next Board Meeting and four (4) track faculty members will have their tenure renewed at the next Board Meeting.

New payroll: \$285,943

Off payroll: \$212,492

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

NEW BUSINESS

1. Budget Transfers

The committee recommended that the Board of Trustees approve the proposed budget transfers to accommodate institutional priorities.

2. Certificate of Final Completion and Authorization of Final Payment for the D Building Science Lab Renovations

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$47,334.99 for the D Building Science Lab Renovations. The total project cost was \$821,299.80

3. Certificate of Final Completion and Authorization of Final Payment for the Gymnasium Floor Refinishing Building R Project

The committee recommended that the Board of Trustees approve the Certificate of Final Completion and Final Payment Application of \$7,322 for the Gymnasium Floor Refinishing Building R Project. The total project cost was \$55,200.

4. Date Change – Triton Facility Usage by Riveredge Hospital

The committee recommended that the Board of Trustees approve the date change for Riveredge Hospital to utilize Triton facilities. Riveredge has changed the date of their event (originally scheduled for March 20, 2020) to May 29, 2020 and requested that the Board of Trustees amend the use of Triton facilities to that date, under the same terms and conditions. There is no change to the previously approved costs and fee waiver. Riveredge Hospital will be responsible for the cost of Triton personnel (approximately \$1,000).

5. IDT - Paper File Conversion Service

The committee recommended that the Board of Trustees approve the IDT Paper File Conversion Services Agreement to convert Records Office paper documents to digitized records for storage within Triton's existing FileBound Application. The work will commence at IDT's facility in Itasca, IL as soon as the Agreement is approved by IDT. The cost of digitizing 23 boxes of registration forms, 5 boxes of termination reports, 7 boxes of advanced placement applications, 13 boxes of miscellaneous student records, and 2 file cabinets of course records is \$24,934.38. There is no cost for set-up because Triton is an active IDT digital storage client.

6. Agreement with Rosemont Theatre

The committee recommended that the Board of Trustees approve the License Agreement for use of the Rosemont Theatre on Saturday, May 16, 2020 for Triton commencement ceremony. The Agreement will become effective once signed by both parties. Parking and post-event cleaning duties following the ceremony will be performed by the Rosemont Theatre's contracted vendors at no charge. This Agreement will not exceed a maximum value of \$35,000.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mrs. Potter seconded to forward Action Exhibits 1 through 6 to the Board of Trustees with a recommendation for approval. Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

- B42.09 Snap-on Tool Set and Roll Cab: Mr. McGarry recommended that the Board of Trustees accept a proposal for Snap-on Tool Set and Roll Cab submitted by Snap-on Industrial, a Division of IDSL Holdings LLC (“Snap-on”) in accordance with their low specified bid of \$88,374.00.
- B42.10 Exterior Landscape Maintenance 2020 Services: Mr. McGarry recommended that the Board of Trustees accept a three year contract proposal for Exterior Landscape Maintenance 2020 Services submitted by Sebert Landscape in accordance with their low specified bid of \$259,230.00.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mr. Abezetian seconded to forward Purchasing Schedules B42.09 and B42.10 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
Mr. Abezetian pointed out that the tuition and fees billed in FY 20 totaled \$24,545,740, which is 95% of the tentative budget expectation for the year.
- Investment of College Funds
The policy was distributed to the committee.

ADJOURNMENT

Mr. Sullivan made a motion, Mr. Abezetian seconded to adjourn the meeting at 4:19 p.m. Voice vote carried the motion unanimously.

Respectfully submitted,

Margaret Kluza
Margaret Kluza
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: March 4, 2020