

CALL TO ORDER/ROLL CALL

The open meeting was called to order by Trustee Donna Peluso at 4:00 p.m. through a published teleconference line.

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

Absent: none

Also Present: Humberto Espino, Mary-Rita Moore, Susan Page

APPROVAL OF MINUTES

Mr. Sullivan moved, Mrs. Potter seconded to approve the minutes of the April 8, 2020 Finance meeting. Voice vote carried the motion unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources:

Mr. Klinger reported that hiring activities have slowed down considerably. He pointed out that Triton hired a highly qualified Success Strategist, pending approval of the May Board.

New payroll: \$50,568

Off payroll: \$188,568

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

NEW BUSINESS

Business Services

1. Budget Transfers

Mr. Kubiczky commented that the restricted funds were not included in the total amount transferred. Mr. Reynolds responded that the error would be corrected before the Board Meeting. There were no further questions regarding budget transfers. The committee recommended that the Board of Trustees approve the proposed budget transfers, as amended, to accommodate institutional priorities.

Academic & Student Affairs

2. Library Book Purchases 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 for a total cost not to exceed \$25,000 during Fiscal Year 2021.

3. Library Membership and Database 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) for a total cost not to exceed \$50,000 during Fiscal Year 2021.

4. Library Periodical Subscription Service through EBSCO

The committee recommended that the Board of Trustees grant the Library permission to purchase current periodical subscriptions through EBSCO, a subscription service provider, for a total not to exceed \$55,000 during Fiscal Year 2021. The subscription service does not include the purchase of periodicals in microfilm formation.

5. Library Membership & 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 will cover the membership of I-SHARE and database costs not to exceed \$120,000 during Fiscal Year 2021.

Communications & Institutional Advancement

6. Agreement with Carvertise

The committee recommended that the Board of Trustees approve the purchase of Ride-Share and On-the-Go car wrap mobile advertising to promote Triton College awareness and registration for the Fall semester of Fiscal Year 2021 at a cost not to exceed \$21,000.

7. Agreement with effectv Comcast Company - Digital Ads

Te committee recommended that the Board of Trustees approve the purchase of digital ads to be paid to effectv Comcast Company to support Fiscal Year 2021 enrollment at a cost not to exceed \$30,000.

8. Agreement with effectv Comcast Company - Spotlight

The committee recommended that the Board of Trustees approve the purchase of television advertisements to be paid to effectv Comcast Company to support Fiscal Year 2021 enrollment at a cost of \$55,000.

9. 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 at a cost of \$57,000. The Google, Yahoo and Bing Search Advertising on "Hibu" will promote Triton College awareness and establish an accessible and compelling presence for prospective students during the college search process throughout Fiscal Year 2021.

10. Agreement with iHeart Media

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 iHeart Media to support Fiscal Year 2021 enrollment at a cost not to exceed \$75,000. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton College.

11. Agreement with Illinois Convenience and Safety Corp.

The committee recommended that the Board of Trustees approve the purchase of bus shelter advertisements to be paid to Illinois Convenience and Safety to support Fiscal Year 2021 enrollment advertising at a cost not to exceed \$29,000.

12. 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 to support Fiscal Year 2021 enrollment at a cost not to exceed \$30,000.

13. Agreement with Total Traffic and Weather Network

The committee recommended that the Board of Trustees approve the purchase of advertisements during traffic, news, weather and sports reports to be paid to Total Traffic to support Fiscal Year 2021 enrollment at a cost not to exceed \$30,000.

Information Systems

14. 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 2021. This network hardware will be used for network updating and network expansion across campus.

15. Apple, Inc. - Purchase of Apple Equipment

The committee recommended that the Board of Trustees approve the purchase of Apple computers and other equipment for a not-to-exceed amount of \$150,000 for Fiscal Year 2021. The computers and equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton's technology refresh cycle.

16. CDW Government - Purchase of Computer Software and Hardware

The committee recommended that the Board of Trustees approve the purchase of computer software and hardware from CDW Government for a not-to-exceed amount of \$50,000 for Fiscal Year 2021. This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton's technology refresh cycle.

17. Heartland Business Systems - Purchase of Computer Software and Hardware

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 2021. This computer equipment will be used for computer labs, classrooms, faculty, and staff throughout the campus and is part of Triton's technology refresh cycle.

18. Midco - Hardware Support Renewal

The committee recommended that the Board of Trustees approve a one-year hardware support renewal with Midco to support the College's telephone platform during Fiscal Year 2021 for a total cost of \$11,754.87

19. Midco - Purchase of Telephone Equipment

The committee recommended that the Board of Trustees approve the purchase of desktop telephones, equipment, and support from Midco for the not-to-exceed amount of \$100,000 for Fiscal Year 2021.

20. Midco - Software Assurance Renewal American Digital - Purchase of Network Hardware

The committee recommended that the Board of Trustees approve a one-year Mitel software assurance renewal with Midco to support the College's telephone platform during Fiscal Year 2021 for a total cost of \$13,850.70.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr. Garrity seconded to forward Action Exhibits 1 through 20 (as amended) to the Board of Trustees with a recommendation for approval. Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

- B42.15 Plumbing Services: Mr. McGarry recommended that the Board of Trustees accept a proposal for Plumbing Services submitted by T & J Plumbing, Inc. in accordance with their low specified bid of \$315,000.
- B42.16 Electrician Services: Mr. McGarry recommended that the Board of Trustees accept a proposal for Electrician Services submitted by G & M Electrical Contractors in accordance with their low specified bid of \$750,000.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mr. Lambrecht seconded to forward Purchasing Schedules B42.15 and B42.16 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

- **Blackboard Additional Storage**
With Triton College moving classes to emergency remote learning, and hosting them in Blackboard, additional storage space is needed to hold the additional courses that are not normally presented from the online learning platform. The total cost of the Agreement to add 500 GB of storage space to our hosted Blackboard Learning environment is \$24,106.93. (unanimous confirmation of Board Poll)
- **Blackboard Ally Package for Learn**
The Ally package is used to address needs of accessibility for students with disabilities and special needs while using the online learning platform. The total cost of the Agreement for FY 2021 and FY 2022 is \$52,500. (unanimous confirmation of Board Poll)
- **Extra Duty Bonus Compensation Associated with Emergency Staffing due to COVID-19 Campus Closure**
The Extra Duty Bonus Compensation for 112 employees is associated with Emergency Staffing due to the COVID-19 Campus Closure for the period beginning April 6, 2020 through April 26, 2020 in the total amount of \$62,019.82. This total amount includes \$1,442.43 from the month of March 2020. This is additional bonus compensation (Non SURS creditable) in addition to the stay at home wage paid to all employees. (unanimous confirmation of Board Poll)

- **Heartland Business Systems 200 Notebook Purchase**
Two hundred (200) HP ProBook 450 G6 15.6” Notebook computers purchased from Heartland Business Systems will replace laptops that were removed from classroom laptop carts to loan to students and staff and, if needed, some of them may be configured to be loaned out as well. Each notebook plus extended warranty is \$829.00 for a total cost of \$165,800.00. (added to the May Board Agenda without Finance vote)
- **Monthly Financial Report**
As of 4/30/20, Triton College is 83% (10/12th) through fiscal year 2020.
- **Other Comments**
Mr. Reynolds reported that 225 credit vouchers totaling \$130,742 were issued to students. He pointed out that summer enrollment is down: 22% credit courses and 93% - non-credit. For comparison, Triton Business & Technology classes are down only 3%.

ADJOURNMENT

Mr. Sullivan made a motion, Mrs. Potter seconded to adjourn the meeting at 4:32 p.m. Voice vote carried the motion unanimously.

Respectfully submitted,

Margaret Kluza
Margaret Kluza
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: June 3, 2020