

CALL TO ORDER/ROLL CALL

The open meeting was called to order by Trustee Donna Peluso at 4:03 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, Susan Page, Jessica Rubalcaba

APPROVAL OF MINUTES

Mr. Sullivan moved, Mrs. Potter seconded to approve the minutes of the May 6, 2020 Finance meeting. Voice vote carried the motion unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources:

Mr. Klinger reported that current hiring activities are limited. HR department received one retirement notice and a handful of resignations.

New payroll: \$0

Off payroll: \$142,744

Without objection, Ms. Peluso turned the meeting 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 2021 Tentative Budget

The committee recommended that the Board of Trustees approve the FY21 Tentative Budget in accordance with state statutes.

3. Agreement with Athletico Management, LLC

The committee recommended that the Board of Trustees approve the Agreement with Athletico Management, LLC for athletic trainer services beginning

July 1, 2020 through May 31, 2021. Athletico will provide certified athletic trainers at a rate of \$26.00 per hour (the same rate of FY20), at a total cost not to exceed \$37,000.

4. Extra Duty Bonus Compensation Associated with Emergency Staffing due to COVID-19 Campus Closure (5/25/20-5/31/20)

The committee recommended that the Board of Trustees approve the Extra Duty Bonus Compensation for 71 employees associated with Emergency Staffing due to the COVID-19 Campus Closure for the period beginning May 25, 2020 through May 31, 2020 in the total amount of \$34,216.16.

5. 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 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, 2020 through June 30, 2021, and the total cost of the Agreement is \$36,000 (\$3,000 per month).

(withdrawn before being advanced to the June Board)

6. Professional Services Agreement Extension with Randall J. Barnette

The committee recommended that the Board of Trustees approve the Professional Services Agreement with Randall J. Barnette to provide state funding assistance beneficial to Triton College, to review issues pertaining to the ICCB, and to work on special projects mutually agreed upon and under direction of the College President. The extension will run from July 1, 2020 through June 30, 2021, and the total cost of the Agreement is \$36,000 (\$3,000 per month).

(withdrawn before being advanced to the June Board)

7. Renewal of the Treasurer's Bond

The committee recommended that the Board of Trustees 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. The cost of the Bond for FY 21 will be \$8,909 annually.

8. 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 college campus tower located on the East Campus. The Agreement is for an initial 5 year term, with up to four additional 5 year renewals, subject to mutual agreement, for a maximum value of \$973,633.90.

Academic & Student Affairs

9. Addendum to Cooperative Agreement with Swedish Hospital Part of Northshore

The committee recommended that the Board of Trustees approve the Addendum to the Cooperative Agreement between Swedish Hospital Part of NorthShore and Triton College that will be effective March 1, 2020 and shall have an initial term of one (1) year. This Addendum will enable students in Triton College's Nursing Assitant Program, Nuclear Medicine Technology, Diagnostic Medical Sonography, Vascular Technology in Sonography, Radiologic Technology, Surgical Technology, and the Sterile Processing Technician Program to participate in clinical education experiences at Swedish Hospital Part of NorthShore. There is no cost to the college for this Agreement.

10. Amendment to the Educational Agreement with Northwest Community Hospital

The committee recommended that the Board of Trustees approve the Amendment to the Educational Agreement between Northwest Community Hospital and Triton College and will be effective July 1, 2020. This Amendment will enable students in Triton College's Radiologic Technology program to continue to participate in clinical education experiences at Northwest Community Hospital and its affiliates. There is no cost to the college for this Agreement.

11. Annual Contract Subscription with Persistence Plus

The committee recommended that the Board of Trustees approve the Agreement with Persistence Plus to scale up the implementation of behavioral nudge, also known as the TRUDY program, in the amount of \$50,000 in FY21, to increase retention, persistence, and therefore enrollments. This Agreement will be in effect between June 20, 2020 and May 30, 2021.

12. Titles for Library Removal / Weeding

The committee recommended that the Board of Trustees approve the removal/weeding of 1,077 Library titles with an estimated value of \$1,077. The titles are outdated and information is readily available in other or newer print materials or databases already subscribed to.

Communications & Institutional Advancement

13. Agreement with 2060 Digital

The committee recommended that the Board of Trustees approve the purchase of digital ads to be posted by 2060 Digital throughout the FY 21 enrollment cycles, at a cost not to exceed \$60,000.

14. Agreement with Interstate Outdoor Advertising

The committee recommended that the Board of Trustees approve the expenditure paid to Interstate Outdoor Advertising to purchase billboard advertising space on North Avenue and Fifth Avenue. This Agreement will begin July 1, 2020 and run through June 30, 2021 at a cost not to exceed \$30,000.

15. 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 from Univision Communications Inc. for FY21 enrollment, at a cost not to exceed \$21,000.

16. Agreement with WKXQ (Cumulus Media)

The committee recommended that the Board of Trustees approve the purchase of radio advertisements, Web banners, Web streaming and additional recruitment opportunities from Cumulus Media Inc. (WKQX radio station), at a cost not to exceed \$30,000

Human Resources

17. Renewal of Services Agreement with PeopleAdmin, Inc.

The committee recommended that the Board of Trustees approve the renewal of the Agreement with PeopleAdmin, Inc. for an Applicant Tracking System (ATS) in the amount of \$29,447.28.

18. Agreement with Shaker Advertising

The committee recommended that the Board of Trustees authorize placing Triton College employee recruitment advertising with Shaker Advertising, with fees ranging between \$300 to \$1,500 dependent on ad size and job board (charges are on a per posting basis). The total expenditures to Shaker Advertising will not exceed \$50,000 for FY21.

Information Systems

19. American Digital HP Maintenance

The committee recommended that the Board of Trustees approve the purchase of the 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, 2020 through June 30, 2021 for a total cost of \$70,328.00.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr. Lambrecht seconded to forward Action Exhibits 1 through 19 to the Board of Trustees with a recommendation for approval. Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

B42.17 Fall 2020 Continuing Ed Guide: Mr. McGarry recommended that the Board of Trustees accept a proposal for printing the Fall 2020 Continuing Ed Guide submitted by Woodwork Printing Services in accordance with their low specified bid of \$20,894.00.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mrs. Potter seconded to forward Purchasing Schedule B42.17 to the Board of Trustees with a recommendation for approval (pending the outcome of the investigation of the bidding process since only one bid was received). Voice vote carried the motion unanimously.

CLOSED SESSION

The committee determined that there was no reason to move to Closed Session.

INFORMATION ITEMS

- **Extra Duty Bonus Compensation Associated with Emergency Staffing due to COVID-19 Campus Closure**

The Extra Duty Bonus Compensation for 101 employees is associated with Emergency Staffing due to the COVID-19 Campus Closure for the period beginning April 27, 2020 through May 24, 2020 in the total amount of \$80,853.15. 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)

- **Monthly Financial Report**

As of 5/31/20, Triton College is 92% (11/12th) through fiscal year 2020.

Mr. Reynolds pointed out that tuition revenue has dropped significantly due to the COVID-19 pandemic.

ADJOURNMENT

Mr. Sullivan made a motion, Mrs. Potter seconded to adjourn the meeting at 4:37 p.m. Voice vote carried the motion unanimously.

Respectfully submitted,

Margaret Kluza
Margaret Kluza
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: July 8, 2020