

CALL TO ORDER/ROLL CALL

The open meeting was called to order by Trustee Elizabeth Potter at 4:02 p.m. through a published teleconference line, with audio-recording initiated by Mr. Sean Sullivan at that time.

Present in the Boardroom: Sean Sullivan

Present on phone: Garrick Abezetian, Lisa Bickel, Michael Garrity, Joe Klinger, Stephen Kubiczky, John Lambrecht John McGarry, Elizabeth Potter, Jim Reynolds, Colleen Rockafellow

Absent: none

Also Present: Thomas Olson, Susan Page, Jessica Rubalcaba

APPROVAL OF MINUTES

Mr. Sullivan made a motion, Ms. Rockafellow seconded, to approve the minutes of the October 7, 2020 Finance meeting. The rollcall was taken and the motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Mrs. Potter welcomed the newest member of the Board of Trustees, Ms. Lisa Bickel, and she officially appointed her as a member of the Finance Committee.

Human Resources:

Mr. Klinger reported that current hiring activities are still very slow (hiring chill) and that Triton administration is analyzing open positions and filling those that are critical to maintaining the College's operations. HR has received a few resignations and hired several part-time employees, including hourly and adjuncts.

Added to payroll: \$32,550

Removed from payroll: \$196,371

NET change to payroll (\$163,821) annually

Without objection, Mrs. Potter turned the meeting and 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. Infinity Transportation Management Agreement

The committee recommended that the Board of Trustees approve an Agreement for charter transportation services with Infinity Transportation Management for a 3-year period with an option to renew for up to two additional 1-year periods, with an annual not-to-exceed amount of \$50,000. The charter transportation services will be used for campus related trips, including intra-state transportation of athletic teams, classes and special activities, some with extended stays or layovers.

Academic & Student Affairs

3. Release of Property – Five Fume Extractors

The committee recommended that the Board of Trustees approve the release of property for five Monoxivent Caremaster Fume Extractors and seven (7) tables donated to Triton from College of Lake County (CLC) in 2017. The value of the donated items from CLC in 2016 was \$7,700. Once released, the property will be donated to Morton High School.

Human Resources

4. 2021 Blue Cross Blue Shield PPO Premium Rates

The committee recommended that the Board of Trustees approve the monthly premium rates for the Blue Cross Blue Shield PPO Health Plan effective January 1, 2021. The monthly premium rate calculation is based upon a combination of claim history, stop-loss insurance rates, trend factor, and administration fees.

5. 2021 Blue Cross Blue Shield HMO Premium Rates

The committee recommended that the Board of Trustees approve the monthly premium rates for the Blue Cross Blue Shield HMO Illinois Health Plan effective January 1, 2021. The monthly premium rate calculation is based upon a combination of claim history, stop-loss insurance rates, trend factor, and administration fees.

6. 2021 PayFlex FSA Administrative Services Fees

The committee recommended that the Board of Trustees approve PayFlex as the Third Party Administrator for the Triton College Flexible Spending Account Plan for the 2021 calendar year. The annual agreement fee is \$750 with a per member monthly claims administration fee of \$4.63. This represents a 0% increase from calendar year 2020.

7. 2021 Delta Dental PPO Premium Rates

The committee recommended that the Board of Trustees approve the Delta Dental PPO monthly premium rates, which represent a 0% increase and will become effective January 1, 2021.

8. 2021 Voluntary Delta Dental Premium Rates

The committee recommended that the Board of Trustees approve the Voluntary Delta Dental monthly premium rates for the HMO participants effective January 1, 2021, which represent a 0% increase and will become effective January 1, 2021.

9. Employee Health Insurance Co-Premiums

The committee recommended that the Board of Trustees approve the 2021 PPO Employee Co-Premium Rates as proposed by the College's Employee Health Insurance Committee. The 2021 rates will represent an increase of 2.7% over the 2020 rates, which is equal to the increased cost of the insurance premiums paid by the College.

Information Systems

10. Agreement with Proctorio, Inc.

The committee recommended that the Board of Trustees approve an Agreement with Proctorio Inc. for the Enterprise Proctoring License service for Blackboard. Proctorio is a secure remote service that will facilitate online monitoring and verification of remote proctoring for Blackboard courses in order to maintain online test integrity. The contract will allow unlimited proctoring from November 18, 2020 through December 31, 2021, and shall not exceed the total cost of \$60,012.

11. American Digital - Purchase of HP Network Hardware

The committee recommended that the Board of Trustees approve the purchase of three (3) Hewlett Packard DL360 hardware servers and related components from American Digital. The total cost of the hardware is \$43,619.40.

12. American Digital - Purchase of HP Server Hardware

The committee recommended that the Board of Trustees approve the purchase of Hewlett Packard network hardware, needed for two Title V Computer Lab builds in E Building from American Digital. The cost of the hardware is \$24,765.57.

13. Midco Phone System Upgrade

The committee recommended that the Board of Trustees approve a Phone System Upgrade Agreement from Midco for the Triton College phone system. The upgrade will be performed during the winter break while the majority of campus is closed. The total cost for hardware, programming and installation will be \$188,063.13.

14. Disposal of Obsolete Computer Equipment

The committee recommended that the Board of Trustees approve the release and disposal of 326 items of obsolete computer related equipment, including computers, monitors, printers, and computer peripherals. Triton has worked with a disposal company (Illiana Computer Recycling Inc.) that removes, scrubs, and disposes appropriately of this equipment at no charge to the college.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Action Exhibits 1 through 14 to the Board of Trustees with a recommendation for approval. The rollcall was taken and the motion carried unanimously.

PURCHASING SCHEDULES

B43.06 Continuing Ed Guide - Spring 2021 - Mr. McGarry recommended that the Board of Trustees accept a proposal submitted by Woodward Printing for printing of Spring 2021 Continuing Ed Guide, in accordance with their low specified bid of \$18,996.

B43.07 Snow Removal Service - FY21 - Mr. McGarry recommended that the Board of Trustees accept a proposal submitted by Snowplus Services, LLC for the FY21 Snow Removal Service, in accordance with their low specified bid of \$200,000.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan moved, Ms. Rockafellow seconded, to forward Purchasing Schedules B43.06 and B43.07 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**

As of 10/31/20, Triton College is 33% (4/12th) through fiscal year 2021 and has received 40% of ICCB payments already. The enrollment is down 5.7%. Our main revenue sources are taxes, state grants, and tuition fees.

ADJOURNMENT

Mr. Sullivan made a motion, Mr. Garrity seconded, to adjourn the meeting at 4:23 p.m., with recordation ceased at that time. The roll call was taken and the motion carried unanimously.

Respectfully submitted,

Margaret Kluza

Margaret Kluza
Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: December 2, 2020