

## **CALL TO ORDER/ROLL CALL**

The open meeting was called to order in the Boardroom (A300) by Trustee Tracy Jennings at 4:01 p.m.

Members present: Garrick Abezetian, Michael Garrity, Tracy Jennings, Joe Klinger, Stephen Kubiczky, John Lambrecht, John McGarry, Jim Reynolds, Colleen Rockafellow, Sean Sullivan

Members absent: Elizabeth Potter

Also present: Hilary Meyer, Tom Olson, Jessica Rubalcaba

## **APPROVAL OF MINUTES**

Mrs. Rockafellow made a motion, Mr. Abezetian seconded, to approve the minutes of the June 2, 2021 Finance meeting. A voice vote was taken and the motion carried unanimously.

## **CITIZEN PARTICIPATION/PRESENTATION**

**Quarterly Grant Report:** The report was provided in advance; there were no questions about the information provided.

### **Human Resources (Joe Klinger):**

Mr. Klinger noted that there are pending several retirements on the administrative team.

Added to payroll: \$382,573

Removed from payroll: (\$621,175)

NET savings to payroll: (\$238, 602)

Without objection, Mr. Jennings 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. Agreement with Athletico Management LLC**

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

August 1, 2021 through June 30, 2022. Athletico will provide certified athletic trainers at a rate of \$26.52 per hour. The total cost of the Agreement will not exceed \$35,000 (an increase of \$2,500 from the previous Agreement).

**3. Housing Agreement with Dominican University**

The committee recommended that the Board of Trustees approve an Agreement for housing accommodations with Dominican University for up to 12 “NJCAA Division I” student athletes for the 2021-2022 academic year. The cost to Triton College for the academic year is estimated to be \$171,080 (\$14,256.70 per student athlete).

**4. Breezy Hill Final Payment**

Mr. Lambrecht explained that in 2016 Triton completed the third phase of the project payment for Breezy Hill. However, the closeout documents were never submitted by Breezy Hill for the Board’s review and approval. In 2019, the company reached out to Mr. Lambrecht asserting that Triton still owed them money (total of \$44,000). At that time, Triton asked Breezy Hill for documents that were never produced and therefore, when Breezy Hill engaged their attorneys, Triton reached out to Kusper & Raucci to represent the college.

The recommendation is to issue a final payment to Breezy Hill and close out the matter.

**Academic & Student Affairs**

**5. Change of PSY 100 Course Fee for Inclusive Access**

The committee recommended that the Board of Trustees approve the inclusion of the cost of digital course materials of \$57.60 in the course fee of PSY 100 to implement McGraw Hill Education’s “Inclusive Access” program, beginning in Spring 2022. Students pay the respective fees to Triton College when they pay their tuition. The full fee shall be remitted in advance to Follett by Triton College. Students are not charged for course materials if they drop the course during the “full refund” period. The cost to Triton College would include any expense of collecting the fee, including but not limited to any loss realized from students who do not pay the college their tuition and fees.

**6. Master Educational Affiliation Agreement with Presence Care Transformation Corporation**

The committee recommended that the Board of Trustees approve the “Master Education Affiliation Agreement” with Presence Care Transformation Corporation. This Agreement shall commence July 20, 2021, and shall continue for a period of one (1) year and will automatically renew for successive one (1) year terms not to exceed a total of five (5) periods, through June 30, 2026 unless either party gives the other party written notice of intent to terminate this Agreement at least ninety (90) days prior to the expiration of the existing term.

Students currently enrolled at that point will be permitted to complete the current clinical rotation under the terms and conditions stated therein. There is no cost to the college for this Agreement.

**7. Renewal of Memorandum of Understanding with Benedictine University**

The committee recommended that the Board of Trustees approve the renewal of Memorandum of Understanding between Triton College and Benedictine University. The term of the Agreement shall be for a period of two (2) years, commencing on July 1, 2021 and shall renew for a two (2) year term, which may thereafter automatically renew for subsequent two (2) year terms, unless terminated by either party. Either party may terminate this Agreement at any time, with or without cause, with ninety (90) days prior written notice to the other party. In the event this Agreement is not renewed, students who are enrolled in at the time of termination shall be allowed to complete such assignment under the terms and conditions set forth therein. There is no cost to the college for this Agreement.

**8. Parchment LLC Contract Renewal**

The committee recommended that the Board of Trustees approve the contract with Parchment LLC to provide electronic transcript delivery services on behalf of Triton College students. The renewal Agreement will be effective once fully signed and terminate on June 29, 2022 with successive one-year automatic renewals unless either party provides notice of its intent not to renew at least thirty days prior to the end of the then current term. There is no cost to the college for this Agreement.

**9. ILLINET/OCLC Services Program Member Agreement with the Secretary of State/State Librarian of the State of Illinois**

The committee recommended that the Board of Trustees approve the Agreement for ILLINET/OCLC Services for Fiscal Year 2022, beginning July 1, 2021 through June 30, 2022 at the cost of \$ 4,176.63. Triton College Library uses the ILLINET/OCLC Services program for online cataloging, electronic record transfer, and creation of Triton College Library's database within the statewide ILLINET Online System.

**10. Naxos Music Library Renewal**

The committee recommended that the Board of Trustees approve the renewal Agreement, for the library's annual subscription to Naxos Music Library-Unlimited Users. The term of service begins July 1, 2021 and ends June 30, 2022. The total cost of this Agreement will not exceed \$5,200. Naxos Music Library meets the needs of the college by providing students, faculty, staff, and community members with online music resources that are not freely available elsewhere.

**APPROVAL OF ACTION EXHIBITS**

Mr. Garrity made a motion, Mr. Lambrecht seconded, to forward Action Exhibits 1 through 10 (except for AE #4), to the Board of Trustees with a recommendation for approval, as amended. The roll call was taken and the motion carried unanimously.

**PURCHASING SCHEDULES**

None

**CLOSED SESSION**

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

**INFORMATION ITEMS**

- **Monthly Financial Report (Jim Reynolds)**  
As of 6/30/21, Triton College is 100% through fiscal year 2021. We have received 100% of the Base Operating Grant payment. Enrollment is up compared with the same period last year, but it is down compared to Fall 2019.
  
- **Fourth Quarter Investment Report (Jim Reynolds)**  
Our investment earnings are lower than what we had in the past.

**ADJOURNMENT**

Mr. Abezetian made a motion, Mrs. Rockafellow seconded, to adjourn the meeting at 4:33 p.m. A voice vote was taken and the motion carried unanimously.

Respectfully submitted,

          Margaret Kluza          

Margaret Kluza

Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: August 11, 2021