

CALL TO ORDER/ROLL CALL

The meeting was called to order in the Boardroom (A300) by Trustee Potter at 4:03 p.m. The roll call was taken.

Members present: Michael Garrity, Tracy Jennings, Joe Klinger, John Lambrecht, Elizabeth Potter, Colleen Rockafellow, Sean Sullivan

Members absent: Garrick Abezetian, Stephen Kubiczky, Melissa Ramirez Cooper, Jim Reynolds, Sam Tolia

Also present: Jodi Koslow Martin, Mary-Rita Moore, Susan Page, Danielle Stephens

APPROVAL OF MINUTES

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to approve the minutes of the February 5, 2025 Finance meeting. A voice vote was taken and the motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources Report (Joe Klinger):

Added to payroll: \$592,288

Removed from payroll: \$668,220

NET removed from payroll: \$75,932

NEW BUSINESS

Without objection, Mrs. Potter turned the meeting and new business over to Mr. Sullivan.

Business Services

1. Budget Transfers

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

2. Amendment to AT&T HD Video Broadcast Services Agreement

The committee recommended that the Board of Trustees approve an Amendment of the Agreement with AT&T Broadcast Services (BOT approved 9-24-2024) that facilitates the high definition video transport (HDTV) of Triton's cable channel from the main campus TV studio to Comcast's facility in Elmhurst, IL, from October 1, 2024 through June 30, 2030. The annual cost is \$18,876, with an additional \$12,000 allocated per fiscal year to cover taxes and surcharges.

3. Proposed Increase to Franczek Professional Legal Services Rates

The committee recommended that the Board of Trustees approve an increase of hourly rates for legal services performed by Franczek law firm, beginning 7/1/25. The Partner rate will increase from \$275 to \$300 and the Associate rate – from \$275 to \$280. The Paralegal rate will remain at \$230.

4. Facility Fee Waiver: Cook County Clerk's Office (Date Adjustment)

The committee recommended that the Board of Trustees approve an Agreement with the Cook County Clerk's Office to utilize Triton College facilities (R221) for the April 1, 2025 elections, between 4:00 a.m. and midnight, as a site for the Regional Distribution Center. Triton College has been notified that the elections will be held on April 1, 2025 (not April 8 as originally approved by the Board on March 21, 2023; AE #16843). The County will pay the College \$400 per date for the use of facilities to cover maintenance, setup and cleanup. The total value of the facility fee waiver is estimated at \$3,500 per date.

5. Costco Purchasing Cards

The committee recommended that the Board of Trustees approve the Vice President of Business Services to obtain a Costco Credit Card for authorized users, to be used within the College's existing purchasing and budget guidelines; for various college departments to purchase essential items at competitive prices with free delivery. It has no annual fee and will be paid off in full each month to avoid interest charges.

6. Cerniglia Underground Contractors Vendor Limit Increase

The committee recommended that the Board of Trustees approve an FY25 vendor limit increase to \$50,000 for Cerniglia Underground Contractors (River Grove approved contractor) to cover all emergency repairs already undertaken and allow for additional underground repairs, up to \$15,000 if necessary. The most recent R Building emergency repair is \$25,076.26. It will bring Triton's annual spend with the contractor to \$34,552.51, which exceeds the Board of Trustees \$25,000 annual limit.

7. Trust Agreement with BMO Bank for CDB Project – R Building Roof Replacement

The committee recommended that the Board of Trustees approve the Trust Agreement with BMO Bank for CDB Project that involves replacing approximately 69,000 square feet of roofing on the R building. The Trust Account ensures the funds are available to meet Triton College's obligation for the project. Triton College's commitment of \$1,208,448 represents 25% of the total project cost of \$4,833,792, with the State of Illinois covering the remaining 75%.

8. State of Illinois Rock Salt Joint Purchasing Program

The committee recommended that the Board of Trustees approve participation in the "State of Illinois Joint Purchasing Program" that allows governmental units to participate together in solicitation of the state's CY2025 - CY2026 Joint Purchase

Master Contract for Rock Salt. The resulting joint purchase master contract will be for a one (1) year contract with no options to renew. There is no cost to this participation authorization. The amount spent on salt in FY24 was \$34,440 for 500 tons.

9. Commerce Bank Expense Card Program

The committee recommended that the Board of Trustees authorize the College Treasurer to acquire 40 additional prepaid expense cards from Commerce Bank, Kansas City, MO, to enhance the prepaid expense card program and to reduce the distribution of cash to student and staff travelers. The administrative cost for 40 cards will not exceed \$960 per year (\$2 per month/card).

Academic Affairs

10. Adult Education Agreement with Rhodes School District 84.5

The committee recommended that the Board of Trustees approve an MOU between Triton College and Rhodes School District 84.5 to enable the Adult Education Department to facilitate onsite instructional training, assisting participants work toward attaining English proficiency and improving foundational math and literacy comprehension skills.

11. Addition and Change of Course Fees for Inclusive Access Program Effective Fall 2025

The committee recommended that the Board of Trustees approve the inclusion of the cost of digital course materials in the course fees for 8 courses in Accounting, Criminal Justice, and Mathematics and a change in course fees for 84 Accounting, Biology, Business, Chemistry, Criminal Justice, Engineering Technology, Health, Mathematics, Music, Psychology, Rhetoric, Sociology, and Speech courses as part of the McGraw Hill and Pearson Education “Inclusive Access” program. Students pay the appropriate fees to Triton College when they pay their tuition. The full fee for these select courses shall be remitted by Triton College to Follet. Students are not charged for course materials if they drop the class during the “full refund” period. The projected cost to Triton College includes any expense of collecting the fee, including but not limited to losses realized from students who do not pay the college their tuition and fees.

Information Systems

12. Sound Incorporated – Access Control Hardware

The committee recommended that the Board of Trustees approve the purchase and installation of access control hardware, services and support from Sound Incorporated for Fiscal Year 2025 in a not-to-exceed amount of \$50,000.

13. Agreement with Heartland Business Systems – Purchase of Milestone Service Refresh

The committee recommended that the Board of Trustees approve the purchase of hardware, software and services to refresh Triton’s Milestone CCTV environment for a total cost of \$89,469.33.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr. Abezetian seconded, to forward Finance Exhibits 1 through 13 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

PURCHASING SCHEDULES

- B47.13 Continuing Education Guide Summer 2025 – Ms. Stephens recommended that the Board of Trustees accept a proposal for printing the Summer 2025 Continuing Education Guide submitted by Woodward Printing in accordance with their low specified bid of \$21,454.
- B47.14 Residential HVAC Lab – Mr. Lambrecht informed the committee that the lab will be located in the T Building (the room that was utilized as a vaccination site during COVID). The bid opening is scheduled on March 6, 2025 and the recommendation will be presented directly to the Board on March 25, 2025.
- B47.15 Cosmetology Lab Furniture - Building M (RFP) - The new furniture will allow Cosmetology program students gain practical experience in the state-of-the-art learning facility. The bid opening will occur the week of March 16th and the recommendation will be presented directly to the Board on March 25, 2025.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to forward Purchasing Schedule B47.13 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

CLOSED SESSION

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

INFORMATION ITEMS

- 1) AwardSpring Scholarship Management Software Agreement Action Exhibit**
- 2) Technology Fee Update Action Exhibit**
- 3) Online Course Fee Update Action Exhibit**
- 4) Monthly Financial Report**

All information items were shared with the committee in advance.

ADJOURNMENT

Mr. Sullivan made a motion, Mrs. Rockafellow seconded, to adjourn the meeting at 4:22 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: April 9, 2025