

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

The open meeting was called to order in the Boardroom (A300) by Trustee Elizabeth Potter at 4:00 p.m.

Members present: Garrick Abezetian, Michael Garrity, Tracy Jennings, Joe Klinger, John Lambrecht, John McGarry, Elizabeth Potter, Jim Reynolds, Sean Sullivan

Members absent: Stephen Kubiczky, John McGarry, Colleen Rockafellow

Also present: Pamela Harmon, Tina Lilly, Hilary Meyer, Tom Olson, Sam Tolia

### **APPROVAL OF MINUTES**

Mr. Sullivan made a motion, Mr. Garrity seconded, to approve the minutes of the December 8, 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 reported that January is a slow month in terms of hiring and other HR related activities.

Added to payroll: \$144,686

Removed from payroll: \$351,712

NET deduction from payroll: \$207,026

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. Agreements with Partnership Financial Credit Union (PFCU) for Investment of College Funds**

The committee recommended that the Board of Trustees approve the following agreements with Partnership Financial Credit Union (PFCU): 1) Business Membership and Account Agreement; 2) Business Account Card; 3) Authorization Designation; 4) Certification Regarding Beneficial Owners of Legal Entity Members; 5) Regulation GG: Due Diligence Worksheet; 6) Account Authorization Card; 7) Master Bill Paying Agreement / Terms and Conditions – Business Accounts; 8) Electronic Fund Transfer Agreement Disclosure; and 9) Online Banking Use Agreement. Further, authorize the College Treasurer to invest College funds not to exceed \$250,000 at PFCU; to execute documents; invest College funds to make deposits; issue disbursements; and to transfer funds to and from Triton College accounts between PCFU and other financial institutions as necessary.

**3. Pace Service Vehicle Program Agreement**

The committee recommended that the Board of Trustees approve the Pace Locally Based Vehicle Program Agreement, which is an update to the original Agreement with Pace approved in 2009 with changes to the driver drug testing and background check requirements. The cost to the college is \$100 per month per vehicle. Pace provides the college two (2) 12 passenger busses that are used to shuttle students to and from local bus stops and around campus using Triton drivers. There is no set expiration date to the contract, unless it is terminated by either party with 30 day written notice.

**4. Approval of Fees for Professional Services – Kusper & Raucci Chartered**

The committee recommended that the Board of Trustees approve the following rates with the law firm of Kusper & Raucci Chartered. Licensed attorneys rates will range from \$300/hour to \$320/hour and law clerks/paralegals rates will be \$155/hour. The change in fees will be effective February 1, 2022.

**Academic & Student Affairs**

**5. Affiliation Agreement with Humboldt Park Health**

The committee recommended that the Board of Trustees approve an Affiliation Agreement with Humboldt Park Health. The term of this Agreement shall commence upon signature by both parties and shall have an initial term of one (1) year. This Agreement will automatically renew for additional one (1) year terms unless either party provides notice of intent to terminate the Agreement as provided therein. Either party may terminate this Agreement at any time without cause by giving thirty (30) days written notice to the other party. In the event that this Agreement is terminated, students who are participating in the clinical learning experiences 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.

**6. Intergovernmental Agreement between Village of Berkeley and Triton College regarding Recruitment of Part-Time Law Enforcement Officer Candidates**

The committee recommended that the Board of Trustees approve the Intergovernmental Agreement between Triton College District #504 and the Village of Berkeley Police Department to promote the hiring of Triton Criminal Justice Administration (CJA) students as part-time law enforcement officers. The CJA Department Chair will identify prospective officer candidates who are a minimum of 21 years of age, have earned at least 30 credit hours in CJA and have a minimum of a 3.0 grade point average. The Police Department will take reasonable steps to hire a minimum of one (1) candidate each fall and spring semesters. This Agreement shall be effective upon execution by both parties. Any party may terminate this Agreement by providing at least thirty (30) days advance written notice to the other party.

**7. Laerdal Medical Corporation – Purchase of Wireless Simpad Plus Devices**

The committee recommended that the Board of Trustees approve the purchase of eleven wireless SimPad Plus devices through grant funding provided by GEERS II, to replace existing wired devices, not to exceed \$33,818.40. This purchase will allow students in nursing and allied health programs to experience state of the art wireless SIMPad system with both the low-fidelity and high-fidelity manikins.

**8. TRIO SSS Campus/Historical Tour to Washington, DC**

The committee recommended that the Board of Trustees grant TRIO Student Support Services permission to provide TRIO participants with out of state 4-year institution campus tours and visits to historical museums and monuments in Washington, DC. The proposed tour will be held during the week of spring break, 3/14/2022-3/18/2022. The total cost will be completely funded by the Department of Education TRIO SSS grant and will not exceed \$26,000. TRIO SSS in partnership with Brightspark, a student travel-based organization preferred by TRIO SSS programs, will provide TRIO participants with the opportunity to travel to Washington, DC and gain exposure to sites and institutions outside of the local environment, highlighting out of state institutions as an attainable educational option.

**Information Systems**

**9. Heartland Mitel Phone System Upgrade**

The committee recommended that the Board of Trustees approve a Mitel Phone System Upgrade agreement from Heartland Business Systems for the Triton College phone system. The total cost for hardware, programming and installation will be \$169,905.80. All portions of the phone system will be updated including the hardware, the voicemail platform, 911 platform, Call Center software and voice recording for the Police Department. The new software will also bring modern features allowing mobile user's access to desktop phones while working remotely.

### **APPROVAL OF ACTION EXHIBITS**

Mr. Sullivan made a motion, Mr. Garrity seconded, to forward Action Exhibits 1 through 9 to the Board of Trustees with a recommendation for approval. A voice vote was taken and the motion carried unanimously.

### **PURCHASING SCHEDULES**

B44.12 Site Monument Signs - Mr. Lambrecht reported that the project was designed and bid on (total of three bids were submitted). The bids were publically opened and read aloud on January 12, 2022, at 2:00 p.m., in the Boardroom. The lowest bid came from Correct Digital Display, the company that Triton College has contracted with before. The estimated cost of the project is \$302,000 and will take about 6-8 weeks.

### **APPROVAL OF PURCHASING SCHEDULES**

Mr. Sullivan made a motion, Mr. Abezetian seconded, to forward Purchasing Schedule B44.12 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**

#### **Quarterly Investment Report (Jim Reynolds)**

- There is sufficient liquid funds on hand for current operational needs.
- Investment rates are low but have recently begun to increase.

#### **Monthly Financial Report (Jim Reynolds)**

- As of 12/31/21, Triton College is 50% through FY22.
- \$13,975,388 in tax revenue has been collected to date.
- 50% of the base operating grant has been received to date.
- Year-to-date tuition and fees total \$19,219,751 (72% of the \$26,755,780 budget).

### **ADJOURNMENT**

Mr. Sullivan made a motion, Mr. Lambrecht seconded, to adjourn the meeting at 4:20 p.m. A voice vote was taken and the motion carried unanimously.

Respectfully submitted,

Margaret Kluza

Margaret Kluza  
Recording Secretary