

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, Colleen Rockafellow, Stephen Kubiczy

Members present on phone: Vice President Sean Sullivan

Also present: Hilary Meyer, President Mary-Rita Moore, Ann Kubiczy, Sam Tolia

APPROVAL OF MINUTES

Mr. Garrity made a motion, Mr. Abezetian seconded, to approve the minutes of the May 4, 2022 Finance meeting. The motion carried unanimously.

CITIZEN PARTICIPATION/PRESENTATION

Human Resources (Joe Klinger):

Added to payroll: \$750,246
Removed from payroll: \$1,056,552
NET savings to payroll: \$306,306

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. Approval of Fiscal Year 2023 Tentative Budget

The committee recommended that the Board of Trustees approve the Fiscal Year 2023 Tentative Budget in accordance with state statutes. The FY23 budget has a total projected revenue of \$63,419,471 which in comparison to FY22 budget was \$63,440,005. Our budgeted expenditures for FY23 is \$68,996,363. To compare last year's FY22 budgeted expenditures, we projected \$68,640,434. Our revenues less expenditures for FY23 budget is a net difference of -\$5,576,892.

3. FY2024 RAMP Report

The committee recommended that the Board of Trustees approve the July 1, 2023 filing of the State of Illinois RAMP report with the ICCB. The RAMP (Resource Allocation and Management Plan) Report offers Illinois Community Colleges the opportunity to identify long term capital projects and request state funding for major repairs to college buildings; or proposed new buildings either on campus or for satellite locations. If approved by the State, Triton College will be obligated to provide 25% of the total project financing. There are 8 projects specified and the 25% matching amounts vary from \$538,100 through \$18,717,300.

Academic & Student Affairs

4. ILLINET/OCLC Services Program Member Agreement with the Secretary of State/Illinois 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 2023, beginning July 1, 2022 through June 30, 2023 at the cost of \$4,344.11. 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. The Library recognizes the benefit of membership in ILLINET/OCLC and therefore recommends adoption.

5. Titles for Library Removal/Weeding

The committee recommended that the Board of Trustees approve the removal/weeding of the following 3,238 library titles with an estimated value of \$3,238.00. The attached titles are outdated and information is readily available in other, newer print materials or already subscribed databases. Any recent circulation of the materials is low. Efforts will be made to contact local libraries for donations.

6. Comevo, LLC Agreement

The committee recommended that the Board of Trustees approve an updated one-year Agreement with Comevo, LLC., to provide Triton students with Online Orientation services. The Agreement will run from July 1, 2022, to June 30, 2023. This Agreement may be renewed on an annual basis. The original Agreement was executed May 18, 2009. The addendum first-year costs include one-time fees not to exceed \$500 and an annual fee of \$9,500. The total for the addendum Agreement will be \$10,000 for the first year. Comevo's online service will allow Triton the ability to develop and make orientation materials for our students via the web. This Agreement includes an upgraded package with Comevo.

7. Triumph/Surge North Carolina College Tour

The committee recommended that the Board of Trustees grant Student Support Initiatives permission to provide TRIUMPH and SURGE participants with out-of-state 4-year institution campus tours, including HBCUs, and a visit to a museum in North Carolina. The total cost will be grant-funded. The proposed tour will be held July 9-15, 2022 and will not exceed \$21,000.

Communications & Institutional Advancement

8. Agreement with Cumulus Media (Digital Advertising)

That the Board of Trustees approve the purchase of digital ads to be posted by Cumulus Media throughout the July 1, 2022 to June 30, 2023 enrollment cycles. These digital ads will run throughout Fiscal Year 2023 on multiple online and social media advertising venues at a cost not to exceed \$60,000.

9. Agreement with Hibu

The committee recommended that the Board of Trustees approve the purchase of search engine advertising that will reach Google, Yahoo and Bing networks (the nation's largest desktop and mobile advertisement partners) and Major Internet Yellow Pages. This Agreement covers the period of July 1, 2022 - June 30, 2023 and will not exceed \$57,000.

10. 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 to be paid to Univision Communications Inc. for Fiscal Year 2023 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton. Advertisements will run variously throughout Fiscal Year 2023 in support, enrollment at a cost not to exceed \$30,000.

Human Resources

11. Agreement with Shaker Recruitment, Advertising, and Communications (FY23)

The committee recommended that the Board of Trustees authorize placing Triton College employee recruitment advertising with Shaker Recruitment, Advertising, and Communications. Shaker charges are on a per posting basis with fees ranging from \$300 to \$1,500 dependent on ad size and job board. The total expenditures to Shaker Advertising for Fiscal Year 2023 will not exceed the amount of \$50,000.

12. Non-Bargained for Hourly Employee Wage Increase

The committee recommended that the Board of Trustees approve an hourly wage increase of \$0.40 (forty cents) per hour for all non-bargained for hourly employees that meet the following criteria: 1) Employee has held current position since before July 1, 2021; 2) Employee completes a time card; 3) Employee has not received an increase in their hourly wage since July 1, 2021; 4) Employee is not engaged under an individual assignment teaching contract. This hourly wage increase is effective July 1, 2022. The estimated cost of the increase for FY23 is \$193,345.

13. Renewal of Service Agreement with PeopleAdmin, Inc.

The committee recommended that the Board of Trustees approve the annual license fee with PeopleAdmin, Inc. Triton College entered into an agreement with PeopleAdmin, Inc. for an Applicant Tracking System (ATS) in 2008. The renewal cost for FY23 has increased by \$997.58 for a total of \$25,997.58.

Information Systems

14. American Digital – Purchase of Network Hardware

The committee recommended that the Board of Trustees approve the purchase of the Hewlett Packard Hardware maintenance Agreement from American Digital for Colleague Servers and Triton College network hardware. This Agreement will be in effect from July 1, 2022 through June 30, 2023 for a total cost of \$27,060.00.

15. Wrangler Tech CCTV Camera Purchase

The committee recommended that the Board of Trustees approve the purchase of 40 Hanwha CCTV cameras, 40 lenses and 5 external camera mounts from Wrangler Tech, LLC for a total cost of \$51,960.35 to be funded from FY 18 Life Safety funds. This equipment will be utilized across a number of campus areas for additional camera coverage, new cameras in renovated areas, and to replace cameras which have reached “end of life” in other areas of campus. Wrangler Tech provided the lowest qualified quote of the authorized Hanwha camera vendors. Pursuant to state law, purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services do not require competitive bidding process. The remaining FY18 Life Safety fund balance will be \$129,117.45.

APPROVAL OF ACTION EXHIBITS

Mr. Sullivan made a motion, Mr. Garrity seconded, to forward Action Exhibits 1 through 15 to the Board of Trustees with a recommendation for approval.

PURCHASING SCHEDULES

B44.20 New Diesel Exhaust Extraction Systems -Building O & T: Mr. McGarry recommended that the Board of Trustees accept a proposal submitted by MG Mechanical Contracting, Inc. in accordance with their low specified bid of \$312,800.

APPROVAL OF PURCHASING SCHEDULES

Mr. Sullivan moved, Mr. Lambrecht seconded, to forward Purchasing Schedule 44.20 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 (Jim Reynolds)**

As of 5/31/22, Triton College is 92% (11/12th) through fiscal year 2022. Tuition and fee revenue is approximately \$3 million under budget, however, the difference is being offset by the increase in Corporate Property Replacement Tax revenue in addition to expenditure expenses that are under budget.

ADJOURNMENT

Mrs. Potter made a motion, Mr. Garrity seconded, to adjourn the meeting at 4:20 p.m., with recordation ceased at that time. The roll call was taken and the motion carried unanimously.

Respectfully submitted,

Danielle Stephens

Danielle Stephens

Recording Secretary

Minutes approved by the Finance/Maintenance & Operations Committee: 7/6/22