

Triton College Finance/Maintenance & Operations Committee
Room A 300
January 13, 2016, 4:00 p.m.
Observer: Pauline Koch

Present: Donna Peluso, Garrick Abezetian, Alida Carpenter, Michael Garrity, Kevin Kennedy, Joe Klinger, Stephen Kubiczky, John Lambrecht, Jim Reynolds, and Sean Sullivan.

Absent: Elizabeth Potter.

Arrived Later: Mary-Rita Moore.

The meeting was called to order by Chair Donna Peluso at 4:04 p.m.

The minutes of the December 2 meeting were approved.

Citizens Participation: none

Grant Report

Sacella Smith reported on grants that were received, submitted, and rejected during the past quarter. Summary of grants: Adult Education Grant from ICCB (Illinois Community College Board) of \$452,000, the monies from Perkins grants is outstanding. Multiple grant applications have been submitted to NSF (National Science Foundation) with replies due within the week. The Chicago Foundation for Women made a site visit and provided a \$10,000 grant for the Gadget Program. Triton may submit an application to Chicago Foundation for Women for a larger grant in the spring, depending on how this grant works out. Also, grants were submitted to the Angel Foundation and Field Foundation, and an application will be submitted to The Trio Talent Program. Staff members have been submitting ideas of additional resources for grants.

ERP REPORT

Kevin Kennedy gave a quarterly ERP Report. Work continues and progress is being made on Instant Enrollment, it is expected to be up and running by fall. Currently, credit students can use Instant Enrollment to register and pay for courses online. At this time, Continuing Education courses are not available for Instant Enrollment online, students must speak to two different individuals to complete the enrollment process. Also, Mr. Kennedy is working on a recruiter product that would utilize the cloud to stored information about persons who fill out forms but do not enroll; they are potential students and they could be placed in the recruitment file. It has not been decided if the cloud or regular updates to this program would be more economical.

New Business

First Reading of the 3320 Travel Policy.

Sean Sullivan reported: the old Travel Policy 4139 has been revised **following recommendations from the HLC** (Higher Learning Commission) The new policy of 3320 Travel Policy will move a portion of the work to Business Services with a Vice President, instead of Board of Trustees, reviewing requests and granting permission for travel. The Higher Learning Commission listed travel as an item that failed to achieve Core Values in Criterion Two of Integrity: Ethical and Responsible Conduct.

Business Services

1 Budget Transfers \$345,000; no explanation.

- 2 Certificate of completion and authorization for final payment of \$37,577, for the Cernan Center Renovation Project Total Cost for the Cernan Project was \$307,145; the amount budgeted was \$309,520, it was under budget by \$2,375.
- 3 Parking Lot Renovations; Change Orders of \$212,225 for Phase 3. Since unsuitable soil was discovered so an additional concrete landing had to be added. The total cost for the Parking Lot Renovations is 3 million dollars.
- 4 Depue Mechanical, Inc. HVAC Services
- 5 Murphy & Miller, Inc
- 6 W.J. O'Neil Chicago LLC; Numbers 4, 5, and 6 are for Emergency Equipment Repair. \$75,000 was budgeted, which may be divided with \$25,000 for each one. There will be no payments if services are not required.
- 7 Release and Disposal of Obsolete Equipment at Cernan Earth and Space Center: a total of 61 obsolete items (many purchased in 1970's). List of 61 items was submitted, and the items will be signed off one by one.

Academic Affairs

8. Cooperative Agreement with Saint Francis Presence Health for a one year contract to provide clinical experience for Nurses, Nurses Aids, Radiology Techs and Surgical Techs
9. Library: removal of titles and indexes, a list is attached of items to be donated or sold.

A motion to approve and to recommend that the Board of Trustees approve items 1 – 9. The motion passed unanimously.

Purchasing Schedule

B38.14: T Building Heat Pump Replacement Project Phase 2, the bid of \$66,436.60 from Murphy and Miller was accepted for this project. A motion was made and passed unanimously to accept this bid and forward it to the Board of Trustees for their approval.

Monthly Financial Report

Jim Reynolds reported that due to the budget impasse, no state funding is coming and cash reserves are being used to keep Triton operating. The staff has submitted over \$3 million in budget cuts to keep the College operating. There is not officially a hiring freeze but the expectation is that managers will fill in as needed and forego hiring at this time.

Enrollment: In terms of class registration, Spring Enrollment for 2016 is up 3%, with Fall Enrollment of 2015 was down 5%.

On a brighter note Sean Sullivan reported: the modification of the athletic field will encourage more public usage of the fields, for example, baseball, soccer and lacrosse tournaments. The plan is to develop partnerships, for example, a proposal has been sent to Dominican University in River Forest whose students currently both play and practice baseball in Schaumburg. The lights for the field cost \$365,000 and the proposed partnership fee is \$200,000 to allow Dominican to use the baseball field for ten years for their practice and games. The proposal includes details about the number of people, cost for security, cleaning and parking. As a partner Dominican would be given access to the scheduling calendar 6 months prior to the access provided to public. Also, an idea is to see if Trinity High School would like to partner with the use of the fields for women's soft ball. A new job description will be prepared for a person to be in charge of the field's scheduling and use. This would provide an

outreach to the community, similar to Cernan Center, and the usage of the fields could attract students to Triton.

Meeting adjourned at 4:46 p.m