

24071

SUMMARY OF THE MEETING OF THE BOARD COMMITTEE ON FINANCE & ADMINISTRATIVE SERVICES

November 6, 2003

In attendance:

Chairman

James Tyree

Chancellor

Wayne Watson

Board Members:

James Dyson

Terry Newman

Ralph Moore

Nancy Clawson

Rev. Albert Tyson

Rudy Mendez

Student Board Member:

Elliot Johnson

Assistant Board Secretary:

Regina Hawkins

Vice Chancellors:

Yolande Bourgeois

William Donahue

Abe Eshkenazi

Claudine Jones

Bill McMillan

Maritza Marrero

Michael Mutz

Treasurer:

Dolores Javier

Presidents/Representatives:

Craig Washington, OH

Nancy DeSombre, HW

Charles Guengerich, WR

Phoebe Helm, TR

Zerrie Campbell, MX

Clyde El-Amin, KK

Sylvia Ramos, DA

District Office Staff:

Cynthia Armster

Bruno Bellissimo

Len Etlinger

Kevin Fair

Maggie Garcia

Janis Gertrude

Jim Gonsiorek

Antonio Gutierrez

Polly Hoover

Eugenia Krzyzanski

Diana Madrzyk

Maria Moore

Joe Moriarty

Ralph Passarelli

Mark Pickett

Karen Porter

Valerie Roberson

Jennifer Selden

Cynthia Sexton

Sheadrick Tillman

Elsa Tullos

Office of Finance Report

- The Projected Operating Cash Flow for fiscal year ended June 2004 was included in the board packet.
- The summary of investments and the listing of bank and depository accounts maintained as of September 2003 were included in the board packet.
- The third quarter investment report from Weiss, Peck & Greer were included in the board packet.
- The following resolutions were presented for board approval:
 - 1C – Authorization for transfer of funds for the Public Community College Act.
 - 1D – Indication of changes to the depository accounts authorized signatures for the District and all authorized signatures.
- The following Agreement matters were presented for board approval:
 - 4D– Amendment to College Bookstore Operations Agreements.
All Colleges (board report 23999)
 - 4E – Internal Audit Services from Washington, Pittman and McKeever.
District Office – Not to Exceed \$300,000.00
 - 4F – Training and Counseling Services with the Scholarship and Guidance Association.
Truman Middle College - \$45,000.00
 - 4G– Ongoing ACT Testing.
All Colleges - \$7,200 plus approximately \$4.00 per student

- 4H – Elevator Repairs.
Kennedy King, Truman, Wright Colleges - \$99,375.00 (GOB)
- 4I – Women's Head Coaching Agreement for the Basketball and VolleyBall Season.
Olive-Harvey College - \$15,000.00
- The following Purchasing matters were presented for board approval:
 - 6A – Professional Development Conference.
Harold Washington College - \$23,416.00
 - 6B – B.E.S.T. Tests for ESL Students in Adult Education.
All Colleges - \$90,000.00 (estimated)
 - WalkOn – Purchase of Commercial Insurance from A.J. Gallagher.
(presented by Risk Manager Ralph Passarelli)
- Updates were given on the Auditor's Report, Adult Education Restricted Funding and the Equalization Task Force.

Office of Information Technology

- A review of the PeopleSoft budget allocations was included in the board packet.
- During the month of October, the PeopleSoft Project Management office developed a detail project charter and conducted a workshop for the Colleges functional advisors and OIT technical advisors. A second workshop was conducted on PeopleSoft Academic Structure.
- The following Purchasing Matters were presented for Board approval:
 - 4A – PeopleSoft Software Licenses, Maintenance, Training and Installation Services.
District Office OIT - \$218,026.00
 - 4B – Oracle Software License.
District Office, OIT - \$73,239.00
 - 4C – Foster Group Professional Consulting Services.
District Office, OIT \$300,000.00
- The following Purchasing Matter was presented for Board approval:
 - 6C – DRA Library Services – SIRSI Corporation.
All Colleges - \$22,500.00 (final payment)

Office of Administrative Services

- The following Purchasing Matter was presented for Board approval:
 - 4H – Amtech Elevator Agreement.
Wright College, Truman College and Kennedy King College - \$99,375.00
- First quarter numbers for MBE/WBE has improved from previous years.
- The new Kennedy King project is on schedule. The Foundation package was received from the PBC and will be awarded at the next PBC Board meeting.
- A better parking arrangement has been negotiated with CPS Parking. The new arrangement will reduce the costs for the District Office travel budget by 20%.