

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

September 07, 2004

In attendance:**Chairman**

James Tyree

Chancellor:

Wayne Watson

Board Members:

James Dyson
Terry Newman
Ralph Moore
Nancy Clawson
Rev. Albert Tyson, III
Rudy Mendez

Student Board Member:

Tonya Cody-Robinson

Assistant Board Secretary:

Regina Hawkins

Vice Chancellors:

Yolande Bourgeois
William Donahue
Abe Eshkenazi
Claudine Jones
Deidra Lewis
Michael Mutz
Xiomara Metcalfe

Treasurer:

Dolores Javier

Presidents/Representatives:

John Wozniak, HW
Charles Guengerich, WR
Marguerite Boyd, TR
Cecile Regner, MX
Clyde El-Amin, KK
Sylvia Ramos, DA

District Office Staff:

Cynthia Armster
Jose Aybar
Bruno Bellissimo
J. Randall Dempsey
Kevin Fair
Juliette Ferguson
Maggie Garcia
Janis Gertrude
Jim Gonsiorek
Lisa Hernandez
Polly Hoover
Robert Kelly
Shawn Koestering
Eugenia Krzyzanski
Diana Madrzyk
Bill McMillan
Maria Moore
Ralph Passarelli
Michelle Riley
Jennifer Seldon
Jay Septoski
Ramona Shaw
Angela Starks
Debra Terrell
Sheadrick Tillman

Office of Finance Report

- The following resolutions were presented for board approval:
 - 1D – Amend Resolutions No. 17989 and NO. 17991 dated July 7, 1994, and No. 26092 and No. 26093 dated March 31, 2004
Resolution: Depositories and Authorized Signatures for Board Funds
 - 1E Authorizing the transfer of funds as required by the Public Community College Act.
- The following agreements were presented for board approval:
 - 4C – Professional Consultant Services – Risk Manager – District Office - \$90,000
 - 4F – Theatre and Audio Visual Consultant – Malcolm X College – \$30,000
 - 4J – Renewal Internal Audit Services – District Office – \$300,000
- The following purchases were presented for board approval:
 - 6B – FY2004 Accomplishments Book Design and Production - District Office – \$26,797
 - 6C – Nursing Comprehensive Exams – Wright College - \$24,000

Office of Information Technology

- The following update was provided on Fall Registration:
 - The Fall registration was a success with no system down time.
 - We had on average 50,000 transactions per day with @7,000 students enrolling via the web/IVR compared to Fall 03 of 3,000. We collected @\$350,000 of tuition and fees via the web.
- The following update was provided on the PeopleSoft Student System:
 - Roll out one and two is on track with the approval of the design plan for conversion, interfaces, integration testing and business processing scripts.
 - Work began to upgrade the data wiring at the colleges. Completion of the work schedule is during this Fall. This will add over 2,200 new data locations and over 100 wireless points at the colleges.
 - OIT will conduct a review of each college infrastructure/desk tops in order to complete the recommendation for the new hardware requirements and we will visit each college during the next few months to determine best business practices..
- The following update was provided on the PeopleSoft Financial System:
 - Technical upgrade to version 8.8 will begin this Fall. Implementation date to be determined.
- The following update was provided on the PeopleSoft Human Resources /Payroll System:
 - The Human Resources/Payroll System continues with the successful processing of new employees/special assignments for the beginning of the Fall semester.
 - New screens are being reviewed to provide additional bio/demo data for employees.

Office of Administrative Services

- The following agreements were presented for board approval:
 - 4A – Environmental Remediation Services – South Shore Culinary Institute Renovation Project – Kennedy-King College -- \$222,823 (1999 GOB)
 - 4K – Parking Supply/Demand and Traffic Analysis Task II and Task III – Truman College -- \$19,900 (1999 GOB)
- The permits for the foundation at Kennedy King College are in. The Alderman signed off on the street vacations last week. The release of the RFP for the re-bid of the project is anticipated by mid-September.
- Construction is in progress for the South Shore Culinary project. We are over 65% complete to date.
- Phase III has begun for the Harold Washington Renovation project. Classes are in session.