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JUNE 9, 2005

BOARD COMMITTEE ON FINANCE AND ADMINISTRATIVE SERVICES

Tuesday, June 7, 2005

In attendance:

Chairman
James Tyree

Chancellor:
Wayne Watson

Board Members:
James Dyson
Terry Newman
Nancy Clawson
Rev. Albert Tyson
Rudy Mendez

Student Board Member:
John Jointer

Assistant Board Secretary:
Regina Hawkins

Vice Chancellors:
Yolande Bourgeois
Deidra Lewis
William Donahue
Abe Eshkenazi
Claudine Jones
Michael Mutz
Xiomara Cortes-Metcalfe

Treasurer:
Dolores Javier

Faculty Council President:

Presidents/Representatives:
John Wozniak, HW
Charles Guengerich, WR
Marguerite Boyd, TR
Zerrie Campbell, MX
Clyde El-Almin, KK
Sylvia Ramos, DA

District Office Staff:
Cynthia Armster
Elsa Tullos
Ramona Shaw
Sheadrick Tillman
Jose Aybar
Ralph Passarelli
J. Randall Dempsey
Kevin Fair
Juliette Ferguson
Maggie Garcia
James Gonsiorek
Bill McMillan
Maria Moore
Jennifer Seldon
Ruth Arias

The meeting was convened at 9:20 a.m. in room 300 of the Board's district offices, 226 W. Jackson Blvd., Chicago, IL.

1. **Minutes** of June 7, 2005 meeting of the Board Committee on Finance and Administrative Services were approved as submitted.

2. **Staff Reports:**

Office of Information Technology

The following update was provided to the board:

- PeopleSoft Student system is in production with base functionally for summer and fall 2005 registration. We started the conversion on May 31, started the validation Friday through Sunday (June 3-5). Thanks to the Colleges, OIT, consultant's partners staff for their support over this important weekend.

- Early registration for summer and fall began on Monday, June 6th and we processed 1029 transactions of which 609 students enrolled in summer and fall. The Student self service is available for view only. We are having problems with web registration and the Phone system (Interactive voice response IVR) Open registration starts June 13th. We will have a debriefing on Friday, June 17th in effort to access lessons learned and the next phase of readiness.

The following board reports were presented for board's approval:

- 4B Acxiom—Continuation of services by Acxiom for mainframe facility services and system support with dial up emergency communication lines to CCC sites. ($1,206,178.00)

- 4C Blackboard Inc-----recommend the license agreement renewal for district wide access to the blackboard single-server internet course management system ($124,000.00)

- 4D Illinois Century Network----recommend the service agreement for dedicated internet access ($31,500.00)

- 6G Micro City---recommend approval of the issuance of purchases on an as-

Office of Finance

The following board reports were presented for board approval:

- 4A- CAMPUSEAI System-Wright College (42,840.00)
- 4E-Electrical Joint Apprenticeship Training Trust Workforce Development-Daley College
- 4F-Professional Services Contract for George Vukotich, Ph.D.-Harold Washington College-(FY 05-$23,200.00, FY 06-$5,600.00)
- 4H-CCC Agreement with Xap Corporation for ISAC's College Zone-Illinois Mentor
- 4I-Imaging Services including copier equipment, maintenance & supplies-all Colleges
- 6A-Networking Equipment CISCO Networking Academy Program-Daley College-($23,953.50.00)
- 6C-Automated External Defibrillators-All Colleges and District office ($62,500.00)
- 6D-Professional Graphic Design Services-Daley College-($20,000.00)
- 6E-Computer Lab tables-Malcolm X College-($15,424.13.00)
- 6F-Human Patient Simulator-Nursing and Allied Health Programs-Daley, Kennedy King, Malcolm X, Olive Harvey, and Wright Colleges-($974,200.00)
- 6H-Investment Services Proposal-Office of Finance-District Office-(10 basis points per annum on the first $100 million, 8 basis points per annum on the next $100 million, 5 basis points per annum thereafter
- WKKC-FM89.3 Antenna Replacement and Transmission Line Repairs Harris Corporation-($40,000.00)

The following the results of operations for the nine months ended April 30, 2005 were provided to the board:

- Projecting total Revenues will be 1% of budget or down approximately $2.2 million and are primarily Auxiliary funding.
- Projecting Total expenditures is under Budget by approximately $11 million.
- The savings are projected to be in salaries and related fringes. The negative variance in capital outlay reflects transfers to general materials and supplies which is forecasted to be over budget.
- The expense from the revenues we're currently projecting a positive variance of $2.6 million, compared to a budgeted deficit of $6 million.
- Public Community College Act required City Colleges of Chicago to provide estimates resources and expenditures for the Year Ended June 30, 2006.
- The final Budget is approved prior to September 30, 2006 for CCC.

The following Finance Transition update status was provided by Dolores Javier-Treasurer of the board:

- Finance is pleased to announce we already have 19 CCC Finance Managers positions filled, only 1 pending to be fill (District Director of Budget & Planning), from the 26 positions available through Foster Group 15 candidates accepted the offer, and 7 employees from American Express will be coming to work for CCC.

The following update was presented to the board by Mike Mayo from Deloitte & Touche, LLC:

- CCC Audit FY 2004 should be completed by next week.
- Audit & Finance Team will be meeting soon to begin working in Audit FY 2005.

Office of Administrative Services

The following board reports were presented for board approval:

- 1B: Resource Allocation Management Plan for ICCB: Each June the Board is required to submit to ICCB a list of capital projects they want considered for funding. This years RAMP list includes funding for: 1. the new KKC, 2. Truman College Parking, 3. D.O. 4th and 6th floor renovation, 4. Daley College Industrial Technology Center Building, 5. OH Transportation building, and 6. MXC Fireproofing Abatement project.
- 6B: Lighting Equipment for the District Office: There is a need to upgrade Exit lighting at the District Office to comply with City Safety Codes. In addition, we desire to add lighting sensor switches on the 2nd, 3rd, 4th, and 6th floors to conserve energy and electrical costs. Administrative Services requests that the Board approve the purchase of this equipment from Evergreen Lighting (which is the lowest responsible bidder). The total purchase price is $28,185.25. The funding is from the Illinois Clean Energy Grant.
- Walk-ON: Renovation and Upgrade to MXC: MXC has requested that A.S. address the issues of: failed plumbing, ventilation, and electrical systems in the 16 major restrooms on all floors, and to upgrade the adjacent areas of the concourse and first floor areas to ensure properly working facilities. A formal bid went out and we had only three firms respond: GF Structures, HLF Construction, and Najlia International. GF Structures was the lowest responsible bidder. A.S. requests the Board to approve contract with GF Structures for the amount of $3,486,800. This amount incorporates the bid response of $3,169,789 plus a 10% construction contingency. The funding for this project is from the 1999 GOB- MXC Renovation Project.

The following update was provided to the board:

- HW is scheduled to be completed within the next 2 weeks

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

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