

**Summarization of the October 4, 2005  
Finance, Office of Information Technology, and Administrative Services  
Committee Minutes**

**Office of Finance Report**

Vice Chancellor Kenneth C. Gotsch presented the following Treasury update to the board:

- **Audit Status**
  - Internal audits conducted by Washington, Pittman & McKeever:
  - External audit work of Deloitte & Touché.
- **District's FY 2005 audits status:**
  - Pre-audit diagnostic meetings with D & T took place to review what went wrong during the FY 2004 audit and review the status of the FY 2005 financial statements. The Finance Office presented to D & T partner Mike Mayo and senior manager Gerry Fink FY 2005 financial information:
- **Treasury**
  - The CFO and Treasurer met with the CCC Foundation Vice Chancellor Mike Mutz to discuss amending the CCC Foundation By-Laws to update the Investment Policy. We also discuss the CCC Foundation review of college Agency Funds to see which gifts might be better managed at the CCC Foundation. This review is based upon work that was started several years ago that identified several hundred thousands of dollars in gifts for various student scholarships.
  - Monthly Cash Flow Report:
    - District's Treasurer Dolores Javier who commented on the status of the District's cash flow, where the economy and financial markets are, provided Weiss, Peck, and Greer affirmative action materials, and made recommendation on adding federal agencies as permitted investments. Board member Ralph Moore requested more information on the affirmative action hiring statistics by type of employee (professional staff versus clerical staff).
  - Treasury staff is working on two requests for proposals through the Purchasing Department:
    - Armored Car Services and the acquisition of Check encoding machines.
- **Budget/Financial**
  - The Student Financial management is preparing to issue final notices on \$2 million in delinquent student accounts prior to turning over to the District's collection agency William & Fudge. This is student receivable accounts with no payment activity for over a year. Also, Student Financial managers will be issuing student refund checks on October 14 due to receipts of financial aid grants. Expected amount is \$500,000 for about 5,000 students.
  - The Business Services Director and Accounts Payable manager attended the CFO Roundtable, a committee of the Chicago government's CFOs established by the Civic Federation to pursue efficient procurements among governments, to present data on the top fifty vendors and commodities used by group. Earlier commodities selected for joint purchase was benefits and pharisaical. The Vice Chancellor of HR has reported on this activity in prior Finance Committee meetings. Tentative results of the work of the District's Accounts Payable manager, Shiela Johnson, might be the future joint purchasing of office paper goods. Thank you Shiela for helping the city governments save money for the taxpayers.

- The Budget Office has the final board approved FY 2006 Budget document posted to the web site with copies being distributed to board members. The Budget Office is also working on the required budget file to ICCB, which is due on October 15.
- The Business Services Director and purchasing manager are holding workshops on new the Board's newly revised Purchasing Policy and Procedures including a presentation at the recent administrators meeting at Malcolm X.
- Finally, I would like to report that I attended the ICCB training for new community college district CFOs this past month. I will also be representing the City Colleges this week at the ICCB State Equalization Funding committee this week in Springfield.

Vice Chancellor Kenneth C. Gotsch presented the following resolutions to the board:

- **Resolutions**

- 1A-Authorizes the District to levy taxes for the Levy Year 2005. Total property tax levy will be \$108 million across all levy categories
- 1B-Amends the District's Investment and Depository Policies - Article V
- 1C-Amends the District's Investment Policies - Article VI

- **Resource Development (Tab 3)**

- In reviewing the overall Board Agenda for today, I wanted to complement the fund raising effort of the WYCC TV Channel 20 for securing a \$150,000 John D. and Kathryn T. Mac Arthur foundation grant.

Vice Chancellor Kenneth C. Gotsch presented the following agreements to the board:

- **Agreements**

- 4A- Research Assistant for Student Support and Database Management for Child Development Studies in Academic Affairs
- 4B Renewal of a Professional Services Agreement for Pharmacy Technician Program at Daley College
- 4C District wide On-Site Maintenance of Microcomputers, Laptops, Servers, Printers, and Other Related Equipment
- 4D Oracle software maintenance Services for Office of Technology
- 4E Agreement for Malcolm X's Head Basketball Coach
- 4F Technical Assistance for Truman College's Title V Cooperative Project
- 4G Great Books Consortium Website for Wright College
- 4H Board Report for Faust Printing
- 4I SBC Telecommunication Service Agreements for the Office of Technology
- 4J FACS, Inc for the Office of Finance
- 4K Kirkpatrick Pettis for the Office of Finance
- 4L Disability and Life Insurance Plan for Union Local 1708, Unit 1 Employees, Human Resources
- 4M Group Auto and Homeowners/Renters Insurance, Human Resources
- 4N Life Insurance, Human Resources

- 4O Grant Writer for Academic Affairs
- 4P Amendment for Design/Build Services for Additional Electrical Power for 7<sup>th</sup> Floor Data Center in the District Office, Administrative Services
- 4Q Ratifies Food Services agreement with Amazing Edibles for Malcolm X
- 4R IT Consultant Paul Yamada for Truman College Information Technology Department
- 4S Design/Build Temporary Parking Lots for Truman College and Administrative Services
- 4T Partnership Agreement for Aviation Maintenance Technician Associate Degree in Applied Science at Daley College
- 4U Renovation and Upgrade for Malcolm X
- 4V Building Renovation Project for Mechanical and Infrastructure Improvements at Malcolm X & West Side Learning Center
- 4W Energy Upgrade Project Architectural & Engineering Services for First Floor and Bathrooms in Malcolm X College

Vice Chancellor Kenneth C. Gotsch presented the following agreements to the board:

- **Purchases**

- 6A Ratification of Comprehensive Nursing Review for Daley, Kennedy-King, Malcolm X, and Truman Colleges , Academic Affairs
- 6B Interior Plant Maintenance and Rental/Purchase for District wide
- 6C American Public Television Program Purchase for WYCC-TV20

**Office of Information Technology Report**

Vice Chancellor Claudine Jones presented the following update to the board:

- Vice Chancellor Jones reported that OIT has reached the second milestone with the use of PeopleSoft student system for fall registration.
- Vice Chancellor Jones stated that OIT will be working with the Chancellor and officers of the district to develop a transition plan from implementation to core services and next phases.
- Vice Chancellor Jones stated that the registration process went fine with the exception of the system going down for three hours due to someone attempting to run a report.
- Vice Chancellor Jones stated that in the areas of Finance and Human resources that OIT is presently working with Ken Gotsch of Finance to see what the highest priority is for the spring and that the student financial system will be upgraded.

**Office of Administrative Services**

Vice Chancellor William Donahue presented the following updates to the board:

- **Updates**

- Truman College Temporary Parking lot:
  - As you heard, an RFQ went out for a design/build project to place a temporary parking lot at HST to assist with parking due to the start of the Wilson yard redevelopment. We have also struck a deal with the Chicago park district regarding using their parking lot on the lakefront and potentially shuttling students, faculty, and staff from there to the campus.
- MXC: You heard from the board reports our plan for moving forward with phase II.
- HW: You will all have the opportunity to see the results of our renovation of HW tomorrow.
- KKC: The project has begun. McClier has mobilized. There have been numerous discussions with the PBC and the City to discuss the budget gap. A plan has been developed by the City to close that gap. Construction on the foundations is proceeding.