

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

MINUTES

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING
THURSDAY – JANUARY 12, 2012
DISTRICT OFFICE - 226 W. JACKSON BOULEVARD, ROOM 312

Pursuant to provisions of the Public Community College Act, as amended, of the State of Illinois, County of Cook, the regular meeting of the Board of Trustees of Community College District No. 508 was held on Thursday, January 12, 2012 at 8:30 a.m., District Office, 226 W. Jackson Boulevard, Room 312, Chicago, IL 60606.

ATTENDEES

TRUSTEES

Vice Chairperson, Ellen Alberding
Trustee Everett Rand
Trustee Marisela Lawson
Student Trustee-Ashley Turner

CHANCELLOR

Cheryl L. Hyman

CHIEF ADVISOR TO THE BOARD

Jaime Guzman

GENERAL COUNSEL

James Reilly

ASSISTANT BOARD SECRETARY

Regina M. Hawkins

OFFICERS OF THE DISTRICT

Craig Lynch, Chief of Staff and Enterprise Services
Jim Frankenbach, Chief Operating Officer
Kenneth Gotsch, Chief Finance Officer
Alvin Bisarya, Vice Chancellor, Strategy and Institutional Intelligence
Joyce Carson, Vice Chancellor, Business Enterprise
Diane Minor, Vice Chancellor, Administrative Services

OTHER ATTENDEES

NAME	DEPARTMENT
<i>Shawn Burnett-Whitaker</i>	<i>Senior Staff Attorney – Office of the General Counsel</i>
<i>J R Dempsey</i>	<i>Controller</i>
<i>Seema Murali, Senior Research Associate</i>	<i>The Civic Federation</i>
<i>Kimberly Sangster</i>	<i>Chief Procurement Officer</i>
<i>Mike Daigler</i>	<i>Associate Vice Chancellor Development</i>

- I. Vice Chairperson, Trustee Ellen Alberding called the meeting to order at 8:30 a.m. and asked all attendees to introduce themselves.
- II. Trustee Alberding noted that there were no requests for public participation to address the committee.
- III. **OFFICE OF FINANCE**
Agenda Topics
Finance Update - Budget review
Information Technology Update – IT Project Schedule
Administrative Services Update – Procurement forecast (3-6 months)
- IV. CFO Kenneth Gotsch handed out materials that outlined his budget review. The topics addressed were;
 - FY2022 Financial Recap, FY2012 Financial Highlights
 - FY 2013 Reinvention Vision, Goals and Objectives
 - FY 2013 Budget Development Calendar
 - FY 2013-2017 Long Term Financial Forecast

CFO also informed the committee about key decisions that are being discussed that will affect the FY 2012 budget: CIP bill, alternative equalization grant, and revising unit cost formula. Comments from the Civic Federation regarding the FY 2012 budget will be implemented and shared with the committee members.

Vice Chancellor, Alvin Bisarya presented a power point presentation regarding FY 2013 Reinvention, which leads to discussion of goals, vision operation and finances, operating budget and customer satisfaction.

A draft of the strategic plan for the District will be completed by the end of the month. The plan will address review of programs, improving student support, remediation and improvement of faculty and staff development as well as innovative support for adult education and strategic investment in capital improvements.

Definitions of various funds (unrestricted, restricted, enterprise and capital projects) were defined by CFO Kenneth Gotsch and Vice Chancellor Joyce Carson.

Finance committee report ended at 9:17 a.m.

V. OFFICE OF INFORMATION TECHNOLOGY

Agenda Topics - Information Technology Vision, Mission and Objectives

Chief of Staff, Craig Lynch, presented to the committee materials outlining his agenda topics. Mr. Lynch went into detail explaining the mission of the Office of Information Technology (OIT), which is to support and improve student outcomes. This will be done by providing an innovative technology environment that will enhance faculty teaching and learning and staff operations.

The next topic of discussion was the 2012 objectives and goals of OIT. The department will focus on improving customer support for faculty, staff and students, development and maintenance of a flexible infrastructure, improvement in network performance and disaster recovery capabilities, and telecommunications infrastructure. Automated systems and processes will reduce enterprise costs, leverage network services and update business applications. Chancellor Hyman requested that the new CCC website be displayed for the committee and welcomed any suggestions.

Mr. Lynch also discussed the OIT District Budget vs. the overall CCC budget which was outlined in pie charts. Mr. Lynch concluded his report with a discussion of the departments FY 2011 Accomplishments and the FY 2012 Annual Plan Summary. He also informed the committee that OIT will definitely be seeking Board support on multiple Board reports.

OIT committee report ended 9:54 a.m.

VI. ADMINISTRATIVE AND PROCUREMENT SERVICES

Agenda Topic – Updates on Procurement Services

Vice Chancellor, Diane Minor presented to the committee power point presentation on procurement services. Ms. Kimberly Sangster, was introduced as the new Chief Procurement Officer. Ms. Minor discussed the accomplishments for the first quarter of FY 2012, the changes and recommendations to the procurement policy and the bid/RFP forecasts – January through July 2012.

Ms. Minor addressed five items regarding accomplishments for the first quarter: a review of operational efficiency with the Reinvention team to reduce purchase order creation time; an increase in annual purchase orders by 40% for frequently purchased commodities; improvements in financial efficiency reflected in a cost savings of 11%; and participation in the City's CPO roundtable discussion with other sister agencies.

The procurement policy changes/recommendations include:

- 1) Increase formal bid solicitations from \$10K to \$25K
- 2) Developing query with accounts payable to allow Executive Directors to run reports on pending requisitions
- 3) Conducting "Procurement to Contract Execution" which would be a presentation for all colleges to improve process consistency and address procurement issues
- 4) Increase procurement audits for purchase orders under \$10K to ensure compliance with Board policies

The Bid/RFP forecast presentation identified all bids being prepared, bids being evaluated and submitted for Board approval as well as future bid projects.

Administrative Services committee report ended at 10:05 a.m.

VI. ADJOURNMENT

Vice Chairperson, Trustee Ellen Alberding called for a motion to adjourn the meeting. Trustee Rand seconded the motion. Meeting adjourned at 10:06 a.m.

Submitted By- Assistant Board Secretary, Regina Hawkins