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APPROVED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 7, 2013

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

MINUTES

COMMITTEE ON FINANCE AND ADMINISTRATIVE SERVICES
WEDNESDAY, SEPTEMBER 25, 2013
DISTRICT OFFICE – 226 W. JACKSON BOULEVARD, ROOM 300

Pursuant to provisions of the Illinois Public Community College Act, as amended of the State of Illinois, County of Cook, a Committee Finance and Administrative Services of the Board of Trustees of Community College District No. 508 was held on September 25, 2013 at 9:00 a.m., District Office, 226 W. Jackson Boulevard, Room 300, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Ellen Alberding
Marisela Lawson
Larry Rogers
Paula Wolff

OFFICERS OF THE DISTRICT

Craig Lynch, Chief of Staff and Enterprise Services
Laurent Pernot, Executive Vice Chancellor
Melanie Shaker, Vice Chancellor of Finance
Joyce Carson, Vice Chancellor of Business Enterprises
Rasmus Lynnerup, Vice Chancellor of Strategy, Research and
Organizational Effectiveness

ASSISTANT BOARD SECRETARY

Candace Montgomery

CHIEF ADVISOR TO THE BOARD

Leah Heinecke-Krumhus

CHANCELLOR

Cheryl L. Hyman

GENERAL COUNSEL

Eugene Munin

OTHER ATTENDEES

David Anthony	CCC-District Office
J.R. Dempsey	CCC-District Office
Sheila Johnson	CCC-District Office
Daryl Okrzesik	CCC-District Office
David Sanders	CCC-District Office
John Sugrue	CCC-District Office
Shawn Burnett Whitaker	CCC-District Office

I. CALL TO ORDER

Trustee Alberding called the September 25, 2013 Committee on Finance and Administrative Services to order at 9:04 a.m.

II. ROLL CALL

The Assistant Board Secretary called roll:

Trustee Ellen Alberding	Present
Trustee Marisela Lawson	Present
Trustee Everett Rand	Absent
Trustee Larry Rogers	Present
Trustee Paula Wolff	Present

Trustee Alberding acknowledged that in accordance with the Illinois Public Community College Act and the Illinois Open Meetings Act, there was a quorum.

III. AGENDA ITEMS

1. Administrative and Procurement Services

The full Administrative and Procurement Services presentation can be found [here](#).

Associate Vice Chancellor John Sugrue outlined the three major functions of the Office of Administrative and Procurement Services. He noted that the Office of Procurement and Administrative Services (1) manages and executes all capital construction across the district, (2) maintains facilities and provides auxiliary services, and (3) facilitates the purchase of goods and services and ensures M/WBE and community hiring goals are met. Goals for 2014 include increasing the number of capital projects, performing ADA inspection of all facilities, enhancing sustainability efforts, improving the appearance and maintenance of

exterior landscapes, and refining the internal compliance process to improve monitoring of vendors.

Trustee Alberding inquired about energy efficiency goals and savings. AVC Sugrue stated that the district has reduced electrical usage by 10 percent since 2004 when new electrical equipment was installed. Trustee Alberding also asked about the expansion of Harold Washington College. AVC Sugrue made note of a space study for Harold Washington College and stated that Harold Washington was not included in the current plan.

Trustee Wolff asked how staff is dispersed across the colleges. AVC Sugrue stated that staff is assigned based on need. Chancellor Hyman made note of how the District considers industry standards and square footage to determine staffing.

2. Finance

The full Finance presentation can be found [here](#).

Vice Chancellor Melanie Shaker discussed the functions of the Office of Finance at the district office and within the colleges that includes accounts payable, grant accounting, payroll, budget management, student financial aid and the CFO function. She also discussed the department's two major governing principles, investment and debt policy, and provided an update on the bond issuance.

Trustee Wolff asked if financial aid default rates were of concern. Chancellor Hyman commented that the default rate is not high compared to other institutions. However, early intervention for financial aid default was put in place by the District to meet the standards of the federal government. VC Shaker noted that since the early intervention process has been put in place, there has been a decline in the default rate.

Trustee Lawson inquired about the percentage of staffing in the financial aid and business offices on the campuses and how the numbers compare to other community colleges. VC Shaker stated that it's difficult to draw comparisons because CCC is a multi-campus college.

Trustee Rogers asked if student loan default is tracked against post college employment. Chancellor Hyman noted that tracking job placement will be incorporated into Reinvention 7 initiatives. VC Shaker, VC Lynnerup and the college presidents will work together to create a formal process.

With regard to the bond issuance, Trustee Wolff asked if credit agencies have issued ratings. VC Shaker commented that ratings will be issued sometime this week. She also noted that preliminary indications have been positive.

This concluded the review of agenda items.

IV. MOTION TO ADJOURN

Trustee Alberding asked for a motion to adjourn the meeting.

<Motion> Marisela Lawson

<Second> Paula Wolff Motion Carried

Meeting Adjourned at 10:01 a.m.

**Larry R. Rogers, Sr.
Secretary,
Board of Trustees**

Submitted by - Candace M. Montgomery, Assistant Board Secretary