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APPROVED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 4, 2015

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

MINUTES

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING
APRIL 28, 2015
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 Finance and Administrative Services Committee meeting of the Board of Trustees of Community College District No. 508 was held on April 28, 2015 at 1:00 p.m., District Office, 226 W. Jackson Boulevard, Room 300, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Clarisol Duque, Committee Chair
Paula Wolff

ASSISTANT BOARD SECRETARY

Candace Montgomery

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

CHANCELLOR

Cheryl L. Hyman

GENERAL COUNSEL

Eugene Munin

INSPECTOR GENERAL

John Gasiorowski

OFFICERS OF THE DISTRICT

Joyce Carson – Vice Chancellor, Finance and CFO
Jim Frankenbach – Chief Operating Officer
Craig Lynch – Chief of Staff and Enterprise Services
Jerrold Martin – Vice Chancellor, Information Technology
Diane Minor – Vice Chancellor, Administrative and Procurement Services

OTHER ATTENDEES

Roberto Concepcion	CCC - District Office
Kai Love Davis	CCC – District Office
Michael Emerson	CCC - District Office
Katheryn Hayes	CCC - District Office
Angel Quinones	CCC - District Office

I. CALL TO ORDER

Committee Chair Duque called the April 28, 2015 Finance and Administrative Services Committee meeting to order at 1:03 p.m.

II. ROLL CALL

The Assistant Board Secretary called roll:

Ellen Alberding	Absent
Clarisol Duque	Present
Larry Rogers, Sr.	Absent
Paula Wolff	Present

III. COMMITTEE CHAIR REMARKS

Committee Chair Duque congratulated Chancellor Hyman on her appointment to the Illinois Community College Board (ICCB). She also stated that she's looking forward to the upcoming 2015 Commencement Ceremony.

IV. CHANCELLOR REMARKS

Chancellor Hyman provided an overview of the agenda.

V. AGENDA ITEMS

The full presentation of agenda items can be viewed [here](#).

Speakers: Vice Chancellor Joyce Carson, Vice Chancellor Diane Minor, Internal Auditor Roberto Concepcion and Director of Capital Planning and Construction Michael Emerson.

1. FY 2015 Financial Update/FY 2016 Budget Overview

VC Joyce Carson provided an update of the FY 2015 financials and an overview of the FY 2016 budget.

Given the decrease in enrollment and its effects on the 5-Year Plan, Committee Chair

Duque asked if the team would go back and take another look at the plan. Chancellor Hyman stated that there are areas that may need re-forecasting due to changes in strategy, for instance many continuing education courses are now credit courses. The Chancellor noted that the decrease in credit enrollment is not a change in strategy, it's a change in the environment. She stated that she would have to evaluate whether or not she would revise the Five Year Plan based on an external factor.

Trustee Wolff asked if the District is disadvantaged by decreased enrollment with regard to the state funding formula. Chancellor Hyman stated that CCC takes the biggest financial hit due to the size of the institution.

Committee Chair Duque asked if interim reporting allowed for more agility. VC Carson stated that with interim reporting, the Office of Finance is better prepared for the unexpected.

2. Campus Solutions-Finance Application

VC Joyce Carson provided an overview of the Campus Solutions Student Financial System.

Trustee Wolff asked if the automated cashiering system would decrease the likelihood of mistakes. VC Carson stated that the new process is more efficient and would decrease mistakes.

Committee Chair Duque inquired about student usage thus far. VC Martin stated that students are using the system. With registration underway, he has noticed quite a bit of activity. Committee Chair Duque also asked if there were any issues with older students. VC Martin stated that he has not received in feedback in this area.

Trustee Wolff asked how students are trained and/or oriented toward the new system. VC Martin stated that students have received job aids with graphic depictions on how to use the system. He noted that the system is pretty intuitive and that most students are able to navigate easily once they log-in. Trustee Wolff asked if there is a help desk. VC Martin stated that the District does have a help desk to provide support. Most calls regarding Campus Solutions are related to password issues.

3. Internal Audit Report

Roberto Concepcion updated the committee on the quarterly internal audit report.

Trustee Wolff asked for more information regarding lien waivers associated with the Malcolm College construction audit. Mr. Concepcion and VC Joyce Carson explained the lien waiver process stating that subcontractors and contractors use lien waivers to verify payment of work that has been billed. The audit found that lien

waivers were being submitted in an untimely manner. Committee Chair Duque asked if both the subcontractor and contractor sign off on the lien waiver. VC Carson stated that the waivers are signed and notarized. Committee Chair Duque asked how the District verifies that work is actually being done. VC Carson stated that site monitors and project managers verify work on a weekly, sometimes daily basis. Committee Chair Duque expressed her sensitivities related to MBE/WBE contracting and the potential for fraud. VC Carson stated that fraud is a concern of the District as well. She noted that monitoring is in place with the use of software to track payments. Mr. Concepcion stated that the scope of the audit involves compliance in the area of subcontractor payment. He noted that the audit did not identify any findings in this particular area.

With regard to the audit report on the Truman College Business Office, Trustee Wolff asked if findings related to daily cash receipt processing was a minor problem in terms of documentation. Mr. Concepcion stated that Trustee Wolff was correct. He noted that the business office failed to date stamp cash receipts and that date stamps ensure cash receipts are reported on a timely basis. Trustee Wolff asked if this was a District policy. VC Carson stated that it's a standard internal control policy. Trustee Wolff asked if the District uses the standard definition of "timely". VC Carson stated that the definition of "timely" is the standard.

With regard to the audit review of Student Financial Aid, Trustee Wolff asked why a student would not have accurate information regarding family size. Mr. Concepcion stated that it may be an error on the part of the student or lack of understanding regarding the question.

FY 2015 Capital Projects Update

VC Diane Minor presented the progress of the Capital Improvement Plan.

Trustee Wolff inquired about a report submitted in past years related to applications for state funding. VC Minor stated that the Resource Allocation Management Plan (RAMP) would be shared with the Board in June. Trustee Wolff asked if there were still resources at the state level. VC Minor stated that some project requests have been submitted but the funding has been on hold. Trustee Wolff asked if there is anything on queue with the Illinois Capital Development Board. VC Minor stated that the Humboldt Park Vocational Learning Center project is on hold.

Trustee Wolff asked if there was an emergency fund to account for unplanned projects, for instance the flooding at Malcolm X College. VC Carson stated that it depends on the type of emergency. She noted that emergencies are typically very small. She noted that the Malcolm X College flooding was an extraordinary circumstance but it was covered by insurance.

Michael Emerson presented the campus-wide project planning highlights for FY2015.

This concluded the review of agenda items.

VI. AJOURNMENT

Committee Chair Duque asked for a motion to adjourn.

<Motion>Trustee Paula Wolff

<Second>Trustee Clarisol Duque Motion Carried

Meeting Adjourned 2:38 p.m.

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

Submitted by - Candace M. Montgomery, Assistant Board Secretary