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 January 22, 2015 at 1:00 p.m., District Office, 226 W. Jackson Boulevard, Room 300, Chicago, Illinois 60606.
I. CALL TO ORDER

Committee Chair Duque called the January 22, 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 welcomed everyone to the first quarterly meeting for the 2015 calendar year and stated that she looks forward to the information presented at today’s meeting.

IV. CHANCELLOR REMARKS

Chancellor Hyman provided an overview of the agenda and spoke about efficiencies within the District. She noted a savings of $61 million dollars since the launch of Reinvention as a result of more efficient business practices. With these efforts, CCC has been able to re-direct those savings to help fund scholarships and other investments to support student success.
V. AGENDA ITEMS

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

Speakers: Vice Chancellor Joyce Carson, Associate Vice Chancellor Daryl Okrzesik, Associate Vice Chancellor John Sugrue, Internal Auditor Roberto Concepcion, Facilities Field Manager John Brophy, Staff Assistant Amanda Smith, Jeff Schroeder-PFM, Danny Nelson-PFM, Kyle Jones-PFM

1. Annual Investment Performance Report

Jeff Schroeder and Kyle Jones of PFM Asset Management presented the investment performance report with a market overview and portfolio review.

Trustee Wolff asked PFM to discuss how portfolio benchmarks were established and how they are measured. Mr. Schroeder directed committee members to page six of the presentation where PFM outlined the various portfolios and associated benchmarks.

Trustee Wolff also asked if we have always used Bank of America as a basis of measurement and how was it selected. Mr. Schroeder stated that the Bank of America Merrill Lynch treasury indices are historical benchmarks.

Trustee Wolff asked if the portfolio returns were before fees. Mr. Schroeder stated that the returns are in fact gross and before fees in accordance with the CFA Institute’s Global Investment Performance Standards. **Trustee Wolff stated that at some point, it would be useful, to review the returns after fees.**

2. Office of Finance - Financial Update

Vice Chancellor Joyce Carson provided a quarterly update for fiscal year 2015 as well as an outlook for fiscal year 2016.

Associate Vice Chancellor Daryl Okrzesik provided an update on travel and employee reimbursement automation.

Trustee Wolff asked about the timeframe for reimbursements. AVC Okrzesik stated that currently the average reimbursement cycle is 13 days which is a 53% decrease from fiscal year 2014.

Trustee Wolff inquired about the amount of the tuition reimbursement budget. This figure was not readily available but was estimated at $250,000. Trustee Duque asked what percentage tuition reimbursement comprises of total employee reimbursement. VC Carson stated that tuition reimbursement represents about 25% of total reimbursement costs.
3. Office of Administrative Services and Procurement – Sustainability Accomplishments

Associate Vice Chancellor John Sugrue, along with team members John Brophy and Amanda Smith, provided an update on sustainability accomplishments in the areas of energy, recycling, grounds/landscaping among others. Policy and engagement efforts were also discussed.

4. Internal Audit Update

Internal Auditor Roberto Concepcion reported on the two audit activities conducted since the last committee meeting; the Wright College Business Office review and the Return to Title IV (R2T4) review. He also presented the status of audit follow-ups for activities in fiscal year 2014 and the first quarter of fiscal year 2015.

Chair Wolff asked Mr. Concepcion to provide a brief explanation of R2T4. Mr. Concepcion stated that R2T4 is the process by which any unused financial aid is returned to the U.S. Department of Education and re-deployed to other students in the system.

This concluded the review of agenda items.

VI. Adjournment

Committee Chair Duque asked for a motion to adjourn.

<Motion>Trustee Paula Wolff
<Second>Trustee Clarisol Duque Motion Carried

Meeting Adjourned 2:36 p.m.

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

Submitted by - Candace M. Montgomery, Assistant Board Secretary