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APPROVED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 5, 2018

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

MINUTES

FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING FRIDAY, JULY 28, 2017 DISTRICT OFFICE – 226 W. JACKSON BOULEVARD, ROOM 301

Pursuant to provisions of the Illinois Public Community College Act, as amended of the State of Illinois, County of Cook, an Academic Affairs and Student Services Committee meeting of the Board of Trustees of Community College District No. 508 was held on Friday, July 28, 2017 at 3:00 p.m., District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Clarisol Duque, Committee Chair
Deborah Telman
Alexa Cruz, Student Trustee
Charles R. Middleton, Chair

OFFICERS OF THE DISTRICT

Joyce Carson – *Chief Financial Officer*
Diane Minor – *Vice Chancellor, Administrative and Procurement Services*
James Dempsey, *Associate Vice Chancellor, Finance*

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

COLLEGE PRESIDENTS

Eduardo Garza – *Richard J. Daley College*

CHANCELLOR

Juan Salgado

PROVOST AND CHIEF ACADEMIC

OFFICER

Mark Potter

GENERAL COUNSEL

Eugene Munin

I. CALL TO ORDER

Committee Chair Duque called the July 28, 2017 Finance and Administrative Services Committee meeting to order at 3:00 p.m.

II. ROLL CALL

The Chief Advisor to the Board called roll:

Clarisol Duque	Present
Deborah Telman	Present
Alexa Cruz	Present (arrived 3:02 p.m.)
Charles Middleton	Present

III. WELCOME

Committee Chair Duque thanked her fellow trustees for their participation and welcomed Chancellor Salgado and Provost Potter to their first day of committee meetings at City Colleges.

IV. CHANCELLOR REMARKS

Chancellor Salgado thanked the trustees for their continuing dedication and commitment to CCC, noting that later on in the meeting he would be sharing a briefing on the Daley College initiative from a construction and economic standpoint.

V. REVIEW OF AGENDA ITEMS

Speakers: Joyce Carson, Chief Financial officer; Diane Minor, Vice Chancellor, Administrative Services and Procurement

• **Review of FY18 Budget**

Committee Chair Duque initiated the review of agenda items by asking CFO Carson to begin by presenting on the FY18 budget. CFO Carson gave an update on the FY18 budget, briefly touching on enrollment.

Trustee Telman inquired how and when enrollment is measured.

CFO Carson noted that enrollment typically increases in the first or second week of the session beginning in August.

Committee Chair Duque wondered when the last day to drop classes and close enrollment.

Chancellor Salgado answered that it is a week right before classes to close enrollment and six weeks to drop classes once the semester starts.

Trustee Telman asked if student vs. adult enrollment is being tracked or if there was a difference.

Chancellor Salgado answered that it is credit enrollment in general, as it is how CCC gets paid.

In regards to expense reductions, Committee Chair Duque inquired about the layoffs of college administrators – whether it was across the board or focused in one area.

Chancellor Salgado noted that it was a joint effort with the college presidents, who were given a top line budget to work with.

CFO Carson noted that college have a list of approved positions, with 80 percent of budget going to personnel.

Trustee Telman asked for clarification about approved positions.

CFO Carson explained that approved positions are what the colleges think they need to staff, referencing the recent hiring freeze.

Trustee Telman asked whether there were other things that CCC has done to bring spending down aside from reducing the workforce.

CFO Carson noted that workforce reduction in the line items is not significant, rather, it is how individuals find ways to be more efficient with their budgets.

During the discussion on Ventra cards, the trustees clarified that Ventra cards are just for full-time students.

Trustee Telman inquired if MAP funding had been restored, and if there was an increase.

CFO Carson affirmed the reinstatement of MAP funding, and its increase based on collections each year. Moving on, CFO Carson noted that the ICCAFT recommends a formula of one third, one third, and one third of funding for community colleges. CFO Carson also mentioned that CCC's state funding is short about 12 percent.

Trustee Telman asked if any other community colleges in Illinois are funded in this way, which lead to a conversation about how the ICCAFT recommendation is a policy suggestion and not reality at CCC.

Next, a conversation was had about how to leverage the CCC Foundation for revenue and resources. Trustee Telman wondered how the money from the foundation was used.

CFO Carson noted that the money is used in the manner in which the donor prescribe, typically scholarships.

Trustee Telman inquired about the closeout forecast for FY17.

CFO Carson noted that the only outstanding item is an actuary's analysis of the OPEB and pension benefits, clarifying that the forecast is pretty accurate but still considered a forecast until the audit is complete.

- **Daley Engineering and Advanced Manufacturing Center**

Next, Vice Chancellor Minor gave a report about the construction progress of the Daley Engineering and Advanced Manufacturing Center.

Trustee Telman asked what the capacity of the building would be.

Vice Chancellor Minor answered that the current capacity is about 300, with only 181 current students – noting that the goal is to serve 1,800 engineering and manufacturing students in the future with the new facility.

Trustee Telman noted the discrepancy between current occupancy and the future goal, wondering what the ramp-up for attracting students would look like.

Chancellor Salgado noted that the original project was downsized by physical size and cost, but that the classrooms have flexible designs and hopefully dual usage for other programs and partnerships. Chancellor Salgado also shared about the potential to use the building in other ways within the community.

Committee Chair Duque commented that this was a great opportunity for building partnerships with CPS and other institutions. She also noted that it would be a great opportunity for the college to open up to the community as a whole as a form of outreach not previously had before.

VI. MOTION FOR CLOSED SESSION

Upon the conclusion of Vice Chancellor Minor’s report, Committee Chair Duque asked for a motion to go to Closed Session. Pursuant to the Illinois Open Meetings Act, Committee Chair Duque asked for a roll call vote to hold Closed Session at 4:27 p.m. for the discussion of exceptions: 2(c)(7) “the sale or purchase of securities, investments, or investment contracts”.

<Motion> Trustee Deborah Telman
<Second> Chair Charles R. Middleton

Motion Carried.

The Chief Advisor called the roll,

Clarisol Duque	Aye
Deborah Telman	Aye
Alexa Cruz	Aye
Charles Middleton	Aye

There were four ayes, zero nays, and no abstentions or recusals.

VII. RETURN FROM CLOSED SESSION

Closed session ended at 5:18 p.m.. Upon the trustees' return, Committee Chair Duque reconvened the July 28, 2017 meeting of the Finance and Administrative Services Committee, noting that there was no action taken during Closed Session.

VIII. APPROVAL OF THE 2018 FISCAL YEAR OPERATING BUDGET, RESTRICTED GRANTS BUDGET, AND CAPITAL BUDGET

Committee Chair Duque asked for a motion to approve the 2018 Fiscal Year Operating Budget, the Restricted Grants Budget, and the Capital Budget, contingent upon detailed receipt and approval of the general capital projects.

<Motion> Trustee Deborah Telman
<Second> Chair Charles R. Middleton

Motion Carried.

The Chief Advisor called the roll,

Clarisol Duque	Aye
Deborah Telman	Aye
Alexa Cruz	Aye
Charles Middleton	Aye

There were four ayes, zero nays, and no abstentions or recusals.

IX. ADJOURNMENT

Confirming that there was no more business to come before the committee, Committee Chair Duque asked for a motion to adjourn.

<Motion> Trustee Deborah Telman
<Second> Chair Charles Middleton

Motion Carried

Meeting Adjourned 5:21 p.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary