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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
THURSDAY, NOVEMBER 30, 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 Thursday, November 30, 2017 at 9:00 a.m., District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Deborah Telman

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

CHANCELLOR

Juan Salgado

GENERAL COUNSEL

Eugene Munin

OFFICERS OF THE DISTRICT

Diane Minor – *Vice Chancellor of Administrative Services and Procurement*

Kimberly Ross – *Chief Talent Officer*

Jeffrey Donoghue – *Chief of Staff*

OTHER ATTENDEES

Jeffrey Wong	CCC District Office
Daryl Okrzesik	CCC District Office
James Reilly	CCC District Office
JR Dempsey	CCC District Office
Steve Dorner	Malcolm X College

I. CALL TO ORDER

Trustee Telman called the November 30, 2017 Finance and Administrative Services Committee meeting to order at 9:00 a.m.

II. ROLL CALL

The Chief Advisor to the Board called roll:

Deborah Telman Present

III. WELCOME

Trustee Telman noted that in Committee Chair Duque's absence, she would be chairing the meeting.

IV. CHANCELLOR REMARKS

Chancellor Salgado thanked Trustee Telman and the rest of the trustees, noting that CCC board members are volunteers. The Chancellor touched on the bond update, noting that it would be reviewed later in the meeting in addition to Fiscal Year 2018 financial decisions. Chancellor Salgado also shared his excitement about moving District employees to the colleges with the sale of 226 W. Jackson Blvd.

V. REVIEW OF AGENDA ITEMS

Speakers: Kimberly Ross, Chief Talent Officer; Jeffrey Wong, Associate Vice Chancellor of Finance and Business Enterprises; Daryl Okrzesik, Associate Vice Chancellor of Finance; Diane Minor, Vice Chancellor of Administrative Services and Procurement; Eugene Munin, General Counsel; James Reilly, Associate General Counsel; JR Dempsey, Associate Vice Chancellor of Financial Managerial Reporting; Steve Dorner, Executive Director of Infrastructure Services

- **Review of Proposed Changes to Format of Personnel Report**

Chief Talent Officer Ross noted the proposed changes to streamline the personnel report for the board reports moving forward. She highlighted the changes in how the positions were categorized, from five categories to three. Chief Talent Officer noted that all the information contained in the report remained the same, but it was a matter of organization within the report.

- **Credit Rating Update**

Associate Vice Chancellor Wong gave an update on CCC's credit rating. He noted the Capital improvements occurring District wide and the 80 million dollars general obligation bonds issued to finance the improvements, including the Daley College Engineering and Advanced Manufacturing Center and TDL at and the Olive-Harvey Transportation, Distribution, and Logistics Center. Associate Vice Chancellor Wong also reported on CCC's triple B rating, noting that was affirmed with a stable outlook, and that it was likely to remain in the triple B family until the unrestricted net access position was improved. He noted that this was being worked on, especially in improving the District's cash position through selling underutilized assets and FY18's surplus. Associate Vice Chancellor Wong also shared that CCC's Fitch rating was affirmed as higher than positive but with a negative outlook. He further explained that over the next year it would hopefully improve with the FY18 surplus and the State FY19 budget being passed.

- **Bond Update**

Next, Associate Vice Chancellor Wong reported on the bond deal, noting that the timeline was adjusted as a result of some other deals in the market place occurring. He also noted that another update would be provided for the December 7 Board Meeting, and that closing and delivery was anticipated on December 11.

- **FY2018 Financial Outlook**

Associate Vice Chancellor Wong noted the 34 million dollar surplus, driven by 2017 funds received and recorded in 2018. He also noted that the budget was forecasted to break even in 2018, despite not having received 2017 State funds yet.

- **Transition of District Office Functions and Personnel**

Next, Chief of Staff Donoghue shared about the goals to put District culture, people, and spirit closer to students at the colleges with the sale of 226 W. Jackson Blvd. He noted that things were on track to do just that. While the building had not been sold yet, he noted that there was very strong interest in the building, giving confidence in receiving good value for the building. Chief of Staff Donoghue pointed out that this confidence allowed for beginning the process of moving District Staff to different locations. He also reported that there would be a significant decrease in operating costs from 226 W. Jackson Blvd to 180 N. Wabash, and also noted the minor build out costs at Dawson Technical Institute and Kennedy-King College to house the District staff.

Vice Chancellor Minor noted how many staff members and which departments would be moving from 226 W. Jackson Blvd. to various locations District wide. She also noted that spaces at the colleges being used were underutilized, with the goal to minimize disruption at the colleges. Trustee Telman asked about presidential input. Vice Chancellor Minor affirmed that there was constant communication with the college presidents, as well as the faculty and staff. She noted that additional resources and support were being provided to the host colleges where District staff was being relocated as a thank you and acknowledging the accommodations being made.

Vice Chancellor Minor also shared about hoteling spaces at all buildings and locations to help staff traveling from various CCC locations to have a temporary work space. The goal, Vice Chancellor Minor noted, was to have all District staff out of the current building by the end of June 2018.

VI. REVIEW OF DECEMBER BOARD REPORTS

Next, Trustee Telman initiated the review of the December 2017 board reports.

Vice Chancellor Minor reported on Resolution 1.00 regarding leasing an administrative office space at 180 N. Wabash. Associate Vice Chancellor Okrzesik reviewed Resolution 1.01 to adopt revisions to debt management policy. Chancellor Salgado commented on the need to review policies on a more regular basis, even when they are not up for the recommended evaluation. Associate Vice Chancellor Dempsey reported on Resolution 1.02 regarding levying taxes. General Counsel Munin and Associate General Counsel Reilly reported on Resolution 1.07 approving a channel sharing agreement and asset transfer agreement. General Counsel Munin reviewed Resolution 1.08.

Vice Chancellor Minor reported on Agreements 4.00, 4.01, 4.02, 4.03, and 4.04. During the review of Agreement 4.04, Trustee Telman inquired how the vendors were selected. Vice Chancellor Minor noted that CCC works with the City and Public Building Commission and utilizes their lists as the initial pool of firms. Then, CCC reaches out to review the vendor qualifications to include them on the list of prequalified firms. Vice Chancellor Minor noted that there was a preference for local firms, with a caveat for economies of scale. Next, Vice Chancellor Minor reviewed Agreement 4.05.

General Counsel Munin reviewed Agreement 4.06, 4.07, and 4.08. Trustee Telman asked if the firms were WBE/MBE firms. The General Counsel noted that while some were minority firms, they were not certified as such. He noted that time was spent trying to find minority firms, but the options were limited during the search for the specific needs. The General Counsel noted that Mayer Brown assisted in finding the firms.

Executive Director of Infrastructure Dorner reviewed Agreement 4.09 regarding internet services. Next, Vice Chancellor Minor reported on Purchase 5.00. General Counsel Munin reviewed Board Item 6.00, legal invoices.

Concluding the review of board reports, Trustee Telman noted that she would be recommending the reviewed reports for inclusion on the consent agenda at the December 7, 2017 Regular Board Meeting.

VII. ADJOURNMENT

Confirming that there was no more business to come before the committee, Trustee Telman adjourned the meeting.

Meeting Adjourned at 10:13 a.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary