

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

MINUTES

**MEETING OF THE COMMITTEE ON FINANCE AND ADMINISTRATIVE SERVICES
THURSDAY, JUNE 6, 2019
HAROLD WASHINGTON COLLEGE
30 EAST LAKE STREET, CHICAGO, IL 60601
ROOM 1115**

Pursuant to provisions of the Illinois Public Community College Act, as amended by the State of Illinois, County of Cook, a meeting of the Committee on Finance and Administrative Services of the Board of Trustees of Community College District No. 508 was held on Thursday, June 6, 2019 at 12:30 p.m., Harold Washington College, 30 East Lake Street, Chicago, IL 60601, Room 1115.

ATTENDEES

TRUSTEES

Clarisol Duque, Committee Chair
Walter E. Massey, Board Chair
Peggy A. Davis
Karen Kent
Deborah H. Telman
Darrell A. Williams

ASSISTANT BOARD SECRETARY

Ashley Kang

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

CHANCELLOR

Juan Salgado

**PROVOST AND CHIEF ACADEMIC
OFFICER**

Mark Potter

GENERAL COUNSEL

Karla Mitchell Gowen

OFFICERS OF THE DISTRICT

Carmen V. Lidz – Chief Information Officer
Eric B. Lugo – Executive Vice Chancellor & Chief of Staff
Jennifer Mason – Vice Chancellor, Legislative & Community
Affairs
Maribel Rodriguez – Chief Financial Officer
Kimberly Ross – Chief Talent Officer
Stacia Thompson – Vice Chancellor, Economic & Workforce
Innovation

PRESIDENTS

Kimberly Hollingsworth – Interim President, Olive-Harvey
College
Shawn Jackson – President, Harry S Truman College
Ignacio Lopez – President, Harold Washington College
David Potash – President, Wright College
David A. Sanders – President, Malcolm X College

OTHER ATTENDEES

David Anthony	CCC District Office
Yolanda Martin	CCC District Office
Steve Saba	CCC District Office
Oscar Orellana	CCC District Office
Anne Kennedy	CCC District Office
Katheryn Hayes	CCC District Office
Kasia Sanchez	CCC District Office
Rohit Paul	CCC District Office
Sheila Johnson	CCC District Office
Debra King	CCC District Office
Jeffrey Wong	CCC District Office
John Gasiorowski	CCC District Office
Gina Gentile	CCC District Office
Danny Sternfield	CCC District Office
Micquellyn Randall	CCC District Office
Autym Henderson	CCC District Office
Brenda Barks	Olive-Harvey College
Stephanie DeCicco	Olive-Harvey College
David Medicis	Olive-Harvey College
LaTonya Armstrong	Olive-Harvey College
Latasha Larry	Olive-Harvey College
Rob Fletcher	Olive-Harvey College
Morgan McFall-Johnsen	City Bureau Documenters
Stacia Edwards	CCC District Office
Jim Luecke	Barnes and Noble College Booksellers
Holly DeMuth	City Bureau Documenters
Ebony Ellis	City Bureau Documenters
Malik Brewley	City Bureau Documenters
Mark Patoska	Civic Federation
Adriana Tapanes-Inojosa	Harold Washington College, FC4

I. CALL TO ORDER

Secretary Duque called the June 6, 2019 meeting of the Committee on Finance and Administrative Services to order at 12:34 p.m..

II. ROLL CALL

The Assistant Board Secretary called roll:

Walter E. Massey	Present
Peggy A. Davis	Present
Karen Kent	Present (arrived at 12:36 p.m.)
Deborah H. Telman	Present (arrived at 1:41 p.m.)
Darrell A. Williams	Present
Clarisol Duque	Present

III. WELCOME

Secretary Duque welcomed everyone to the committee meeting and noted Trustee Davis' attendance at her first meeting of the Finance and Administrative Services Committee. Secretary Duque also noted the new start time for committee of 12:30 p.m., and commented on how pleased she was to hear about the work being done at the Colleges, particularly as it relates to addressing food insecurity.

(Trustee Kent arrived at 12:36 p.m.)

IV. CHANCELLOR REMARKS

Chancellor Salgado thanked the Board and everyone else for being at committee. The Chancellor noted the two presentations for committee, including an update on Procurement Services lead by District Director Sheila Johnson and an overview of bookstore operations from District Director Autym Henderson. Chancellor Salgado thanked District Directors Johnson and Henderson for their care and dedication to City Colleges.

The Chancellor also recognized the retirement of Diane Minor, former Vice Chancellor of Administrative and Procurement Services. Chancellor Salgado highlighted her contributions to City Colleges, including strengthening procurement procedures and MBE/WBE program goals and the many construction and renovation projects completed under her leadership.

Secretary Duque echoed Chancellor Salgado's words of gratitude for Vice Chancellor Minor on behalf of the Board, noting her consummate professionalism and unwavering commitment.

V. REVIEW OF AGENDA ITEMS

Speakers: Sheila Johnson, District Director of Procurement Services; Debra King, Associate Director of Procurement Services; Autym Henderson, District Director of Academic Process and Policy

• **Procurement Services Update**

Director Johnson and Associate Director King gave an update on Procurement Services. The full presentation can be found online [here](#).

Director Johnson began by summarizing the primary responsibilities, including overseeing the competitive bidding process, development of requests for proposals (RFPs), and compliance with local and state policies. Director Johnson also noted that Procurement Services reviews and approves requisitions and purchase orders, provides procurement policy training, and is involved in the preparation and review of monthly board reports.

Director Johnson spoke about competitive bidding requirements, including Minority Business Enterprise or Women's Business Enterprise (MBE/WBE) certifications. Any purchase over \$25,000 must be evaluated through the District's vendor selection process before being brought forward for Board approval. Director Johnson noted that Procurement Services has rigorous processes for evaluating potential sole source vendors, including a sole source committee.

Next, Associate Director King discussed City Colleges' MBE/WBE participation plan, adopted in 1993. The District MBE/WBE participation goals are 25% total spend with MBE certified vendors and 7% total spend with WBE certified vendors. Vendors on contracts over \$25,000 must meet these goals and may develop a subcontracting/indirect vendor plan to meet the participation goals. Associate Director King shared that FY2019 year-to-date, which covers the 1st and 2nd quarter, MBE spend is 28% and WBE spend is 7%, with 40% of total MBE/WBE spend occurring within the city. Associate Director King noted that FY2017 MBE/WBE spend was higher than the current spend due to the completion of major construction projects.

Associate Director King spoke about the ongoing efforts to work with vendors to increase MBE/WBE participation and to monitor compliance. Associate Director King noted that Procurement Services works with vendors who do not meet MBE/WBE goals to create indirect participation plans or connect them with certifying agencies, granting waivers only as a last resort.

Secretary Duque asked how City Colleges works with vendors to obtain MBE/WBE certification. Associate Director King clarified that while City Colleges itself is not a certifying agency itself, it has been developing its role in connecting vendors to certifying agencies.

Secretary Duque inquired if the 40% of total MBE/WBE spend in the city was directed towards specific neighborhoods or zip codes. Associate Director King expressed the desire of Procurement Services to work with local agencies to connect with more local vendors, though specific zip codes across the city were not targeted.

Trustee Davis commended the Procurement Services team for the effort to balance compliance with developing relationships with sister agencies and vendors.

Trustee Williams asked what eligible contract spend was comprised of, and if, given that the eligible contract spend at the end of Q2 was \$15.8 million, would the eligible contract spend be around \$30 million for the full fiscal year. Associate Director King noted that eligible contract spend does not include expenditures through consortiums, subscriptions, chargebacks, payments to other city, state, or federal agencies, legal services, rent, utility and internet services, bookstore financial aid voucher reimbursements, work study payments, and grant subcontracts. Associate Director King further explained that the total eligible contract spend for the fiscal year is expected to be over \$30 million. Director Johnson noted that the first two quarters generally have lower spend as contracts and work are being put into place, while payments begin increasing the second half of the year.

Trustee Williams commented that it would be a useful exercise for the Board to consider reviewing and revising the MBE/WBE goals, including targeted spending within the city and economic reciprocity from other areas where goods and services are being procured.

- **Bookstore Operations**

Director Henderson gave an overview of bookstore operations. The full presentation can be found online [here](#).

Director Henderson gave background on the current bookstore operations. Director Henderson noted that utilizing an online bookstore lowered the average cost of new books and allowed for data collection, while also providing a faculty adoption portal and confirmation process, in addition to a faculty analytics tool.

Next, Director Henderson outlined the RFP process for the new online bookstore vendor, which began with the creation of a selection committee in Fall 2018. Director Henderson noted that it was a shared governance process, which included faculty, staff, and students from across the District. The RFP opened in January 2019, followed by the final vendor recommendation and submittal for Board approval at the June 2019 Regular Board Meeting.

Director Henderson shared that the final vendor was selected unanimously by the selection committee. Director Henderson discussed the benefits to City Colleges in the new agreement, including textbook price match, easily adoptable open education resource solutions, 24/7 customer service, guaranteed buy back, and the possible option for spirit stores. Director Henderson also noted that the guaranteed commission structure was beneficial to City Colleges and was slightly more advantageous than the incumbent vendor, with possible future capital revenue.

Trustee Williams asked if the new bookstore vendor had electronic download or ebook options. Director Henderson affirmed that there will be electronic options, noting that publishing companies often made both hard copy and ebooks available, though the ultimate choice on which to buy is up to the individual student.

Secretary Duque inquired about the overall savings and what percentage of students buy new versus used books. Director Henderson said that in addition to the better commission structure for City Colleges with the new vendor, the guaranteed buy back process for students, used book purchasing options, and price match were all positive aspects of the new vendor. Director Henderson noted that book store operations are a revenue generating enterprise, at no cost to City Colleges. In Spring 2018, 68% of books purchased through the incumbent vendor were new, while 22% were used. The remaining 10% was comprised of rentals and ebooks.

Trustee Williams asked about the scoring system for the responses received during the RFP process. Director Henderson shared that the total possible points was 200 (100 for written proposals and 100 for oral presentations). During the vendor selection process, the new vendor received a score of 170 points. Director Henderson noted that book adoption with the new vendor would begin in Spring 2020, with students beginning to purchase books through the new vendor beginning Summer 2020.

Chancellor Salgado thanked Provost Potter and the Office of Academic and Student Affairs for making the bookstore operations RFP process inclusive of stakeholders across the District.

VI. REVIEW OF JUNE 2019 BOARD REPORTS

(Trustee Telman arrived at 1:41 pm.)

Next, Secretary Duque initiated the review of the June 2019 board reports.

Associate Vice Chancellor (AVC) Anthony reviewed Resolution 1.00, the resource allocation management plan (RAMP) for FY2021. Trustee Williams asked how the FY2021 RAMP report compared to previous years. AVC Anthony noted that some of the projects had been requested in the past, some are new priorities, and others have been adjusted to account for work already under way. AVC Anthony further explained that from dollar standpoint the report remains largely

consistent, noting that if a project is chosen for state funding, City Colleges has to match 25% of the cost.

Provost Potter reviewed Resolution 1.01, followed by Interim President Hollingsworth's review of Resolution 1.02, the adoption of Olive-Harvey Colleges' revised mission statement. Trustee Williams asked if adding professional leaders to the mission statement, in addition to cultural and civic leaders, was considered. Interim President Hollingsworth noted that in a previous iteration professional leaders was considered, but ultimately was not included.

Chief Talent Officer (CTO) Ross reviewed Resolutions 1.03 and 1.04. Secretary Duque noted that General Counsel Gowen would review Resolutions 1.05 and 1.06 during the board meeting.

CTO Ross continued by reviewing Section 2.00, the personnel report, followed by Executive Vice Chancellor Lugo's review of Section 3.00, the resource development report.

AVC Anthony reported on Agreement 4.00, architectural and engineering services for Malcolm X College. Secretary Duque clarified that this would be the second time the agreement would be extended. AVC Anthony affirmed this, noting that the vendor's subject matter expertise was still needed and continued to be used.

AVC Anthony continued to report on Agreement 4.01 and 4.02. Provost Potter reviewed Agreements 4.03, 4.04, and 4.05. CTO Ross reported on Agreement 4.06, followed by Chief Information Officer (CIO) Lidz' review of Agreements 4.07 through 4.10.

CIO Lidz continued by reporting on Purchases 5.00 and 5.01.

General Counsel reviewed of Section 6.00, the payment of legal invoices.

VII. MOTION TO DISCHARGE THE JUNE 2019 BOARD PACKET

Secretary Duque asked for a motion to discharge the reviewed resolutions, personnel report, resource development report, agreements, purchases, and legal invoices to the June 2019 Regular Board Meeting as part of the Consent Agenda.

<Motion> Chair Walter E. Massey
<Second> Trustee Karen Kent

Motion carried.

VIII. MOTION FOR CLOSED SESSION

Secretary Duque noted that there would be no Closed Session.

IX. ADJOURNMENT

Upon concluding that there was no more business to be brought before the committee, Secretary Duque asked for a motion to adjourn.

<Motion> Trustee Darrell A. Williams

<Second> Chair Walter E. Massey

Motion carried.

Meeting Adjourned 1:52 p.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary