

**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, APRIL 4, 2019
HARRY S TRUMAN COLLEGE
1145 WEST WILSON AVENUE, CHICAGO, IL 60640
MCKEON HALL**

Pursuant to provisions of the Illinois Public Community College Act, as amended of 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, April 4, 2019 at 12:00 noon, Harry S Truman College, 1145 West Wilson Avenue, Chicago, IL 60640, McKeon Hall.

ATTENDEES

TRUSTEES

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

ASSISTANT BOARD SECRETARY

Ashley Kang

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

CHANCELLOR

Juan Salgado

GENERAL COUNSEL

Karla Mitchell Gowen

OFFICERS OF THE DISTRICT

Carmen V. Lidz – Vice Chancellor, Information Technology
Eric B. Lugo – Executive Vice Chancellor, Institutional Advancement
Jennifer Mason – Vice Chancellor Legislative & Community Affairs
Diane Minor – Vice Chancellor, Administrative & Procurement
Services
Maribel Rodriguez – Chief Financial Officer

PRESIDENTS

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

Katheryn Hayes	CCC District Office
Kasia Sanchez	CCC District Office
Stacia Edwards	CCC District Office
Oscar Orellana	CCC District Office
Yolanda Martin	CCC District Office
Gina Gentile	CCC District Office
Dulce Niedzialkowski	CCC District Office
Kristine Gutierrez	CCC District Office
John Gasiorowski	CCC District Office
Alex Underwood	CCC District Office
Jeff Wong	CCC District Office
Danny Sternfield	CCC District Office
Sheila Johnson	CCC District Office
Anne Kennedy	CCC District Office
Kate McGee	WBEZ
Zsa Popielarczyk	Harry S Truman College
Mike Tish	City Bureau Documenters
April Hansen	McCorkle Litigation Services

I. CALL TO ORDER

Trustee Williams called the April 4, 2019 meeting of the Committee on Finance and Administrative Services to order at 12:02 p.m..

II. ROLL CALL

The Assistant Board Secretary called roll:

Walter E. Massey	Present
Karen Kent	Present
Deborah H. Telman	Present (arrived 12:22 p.m.)
Darrell A. Williams	Present

III. WELCOME

Trustee Williams began by saying that Secretary Duque was unable to present for committee, but would be in attendance for the board meeting later on. Trustee Williams expressed that he was delighted to chair the meeting on behalf of Secretary Duque.

Trustee Williams noted that it was his first time at Truman College and thanked President Jackson for opening the college to the Board for its April meetings.

IV. CHANCELLOR REMARKS

Chancellor Salgado thanked the Truman College community and President Jackson for hosting the committee and board meetings. The Chancellor briefly introduced the two committee presentations by the Office of Internal Audit and the Office of Information Technology, noting the critical work these departments engage in on behalf of the District.

V. REVIEW OF AGENDA ITEMS

Speakers: Gina Gentile, Director of Internal Audit; Carmen Lidz, Chief Information Officer

• **Internal Audit Update**

Director Gentile presented the Internal Audit Update. The full presentation can be found online [here](#).

Director Gentile began by sharing the mission of the Internal Audit Department. Internal Audit is an independent and objective assurance function designed to assess and measure organizational risk, evaluate the effectiveness of internal controls and business processes, and assess compliance with applicable laws and regulations. Director Gentile noted the number of open findings from previous audits, all of which have action steps identified to address them.

Next, Director Gentile spoke about the Satisfactory Academic Progress (SAP) audit. SAP is a federal regulation requiring colleges and universities that participate in Title IV programs to monitor the progress of students receiving financial aid. Students that fail to meet one or more minimum academic standards will incur a hold on their account and are ineligible for future financial aid. Students can appeal the hold with valid supporting documentation of a mitigating circumstance. Director Gentile recommended providing an annual training for all Student Financial Services staff involved in SAP appeal reviews.

Director Gentile then reviewed the findings of the recent Risk Assessment that provided insights on key risks and opportunities at City Colleges and assisted Internal Audit in defining a risk-based audit plan for the upcoming audit year. Director Gentile outlined the risk assessment process of reviewing historical audit documents, conducting interviews with business owners, consolidating risks and sub risks into a risk universe, risk rating activity, analyzing data, and prioritizing key risks.

Trustee Williams asked what interviewing business owners entailed. Chancellor Salgado clarified that business owners referred to City Colleges' department heads.

Director Gentile identified the top twenty-five enterprise risks for City Colleges, noting that of those, Internal Audit was creating focused plans to address the top ten enterprise risks. In closing, Director Gentile reviewed the audit plan for Fiscal Year 2020, which included reviewing four college campuses, on and off-boarding process and controls in the Office of Human Resources, an accounts receivable review, Title IV, and assisting in the annual audit by the District's external auditors.

Chair Massey thanked Director Gentile for the comprehensive and reassuring report and asked for more clarification around the audit plan cycle. Director Gentile further explained that Internal Audit is on a two year cycle and that by the end of FY19, the audit of three colleges will be wrapped up.

Trustee Williams asked how to the SAP audit related to the three college audits. Director Gentile explained that the SAP audit is District wide and separate from the individual college audits, though some of the colleges were interviewed for the SAP audit. The seven colleges are split during the course of Internal Audit's two year cycle; three college audits will be completed by June 2019 for FY19 and in FY20 the remaining four college audits will be completed.

- **Office of Information Technology Overview and Update**

Chief Information Officer (CIO) Lidz presented the committee with an overview and update of the Office of Information Technology. The full presentation can be found online [here](#).

CIO Lidz began by sharing the mission statement of the Office of Information Technology (OIT): to support student success by providing a leading edge technology environment for students, faculty, and staff to improve teaching, learning, and operations. CIO Lidz reviewed the District wide organizational chart of OIT operations. Next, CIO Lidz summarized some District wide statistics and shared several observations regarding the current state of technology at City Colleges, noting that City Colleges has aging and unsupported technology infrastructure, classroom technology, and software/application systems. The CIO noted the need for maintenance plans, capital investments, and prioritizing information security. CIO Lidz shared updates on several technology projects, including BrightSpace implementation, web redesign, budget system implementation, and campus solutions upgrades.

Trustee Williams asked what the rationale was to transition to using BrightSpace, the District's enterprise learning management system. CIO Lidz noted that the decision was made through a competitive public bid process and a selection process that included faculty and the Office of Academic and Student Affairs. The CIO noted that BrightSpace was more innovative, and had more collaborative tools and analytics in the solution, which would be of more assistance in the future. CIO Lidz ended the presentation by noting how the OIT strategic technology plan aligns with the overall strategic plan of City Colleges, commenting that it is a working document meant to be implemented through various IT initiatives and projects.

Chair Massey asked if more training was needed for internal constituents. CIO Lidz responded that tech adoption and digital readiness was part of OIT's priorities, and that training and cross-training within departments for constituents is built in to the technology plan. Chair Massey asked if, given generational differences, students were outpacing faculty and staff. CIO Lidz affirmed this, noting the focus groups that OIT held at the colleges. Students want more interactive modules and online instructional components.

Trustee Telman asked how much is being spent on technology annually. CIO Lidz reported that 13 million is spent operationally and 5 million in capital investments, which was previously not built in to the budget. Trustee Telman asked how City Colleges compared to other community colleges in regards to technology spending. CIO Lidz answered that most institutions are spending 18-20% of their budget on technology, noting that City Colleges will need to have an initial influx of funds to resolve a backlog of infrastructure issues and refresh replacements, as well as a steady investment in technology moving forward.

Trustee Williams inquired how much of City Colleges' technology footprint was on premises versus the cloud. CIO Lidz noted that 40% was on premises and some hosted externally on the cloud, such as BrightSpace, PeopleSoft, and the new Anaplan budget software. CIO Lidz expressed the hope was to continue to increase utilization of the cloud over the next several years.

Chancellor Salgado noted that CIO Lidz has been at City Colleges for one full year after City Colleges went several years without a full-time CIO and without capital investments in technology. The Chancellor commented further that catch-up and further capital investments were needed to speed up the improvements for students, staff, and faculty. Chancellor Salgado expressed his appreciation for the diligent work of CIO Lidz and the rest of OIT.

VI. REVIEW OF APRIL 2019 BOARD REPORTS

Next, Trustee Williams initiated the review of the April 2019 board packet.

Vice Chancellor (VC) Minor began by reviewing Resolution 1.00, followed by General Counsel's review of Resolution 1.01.

Deputy Chief Talent Officer (Deputy CTO) Nichols reported on Section 2.00, the personnel report.

Executive Vice Chancellor (EVC) Lugo reported on Section 3.00, the resource development report.

Next, VC Minor reviewed Agreements 4.00 and 4.01. Deputy Provost Edwards reviewed Agreement 4.02, followed by Deputy CTO Nichols' review of Agreement 4.03. CTO Lidz reported on Agreement 4.04, and EVC Lugo reviewed Agreement 4.05. Chief Financial Officer Rodriguez completed the review of Agreements by reporting on Agreement 4.06.

VC Minor reported on Purchases 5.00 and 5.01.

General Counsel Gowen concluded the review of board reports by reporting on Section 6.00, the payment of legal invoices.

VII. MOTION TO DISCHARGE THE APRIL 2019 BOARD PACKET

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

<Motion> Trustee Deborah H. Telman

<Second> Trustee Karen Kent

Motion carried.

VIII. MOTION FOR CLOSED SESSION

Trustee Williams noted that there would be no Closed Session.

IX. ADJOURNMENT

Upon the concluding that there were no more items of business to come before the Committee on Finance and Administrative Services, Trustee Williams asked for a motion to adjourn.

<Motion> Trustee Deborah H. Telman

<Second> Trustee Karen Kent

Motion carried.

Meeting Adjourned at 12:58 p.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary