

**SUMMARY OF THE MEETING OF
THE BOARD COMMITTEE ON FINANCE & ADMINISTRATIVE SERVICES**

March 02, 2004

In attendance:

Chairman
James C. Tyree

Chancellor:
Wayne D. Watson

Board Members:
Terry Newman
Nancy Clawson
Rev. Albert Tyson, III
Rudy Mendez

Student Board Member:
Elliott Johnson

Assistant Board Secretary:
Regina Hawkins

Vice Chancellors:
Yolande Bourgeois
William Donahue

Abe Eshkenazi
Claudine Jones
Deidra Lewis
Michael Mutz

Treasurer:
Dolores Javier

Presidents/Representatives:
Craig Washington, OH
John Wozniak, HW

Charles Guengerich, WR
Marguerite Boyd, TR
Zerrie Campbell, MX
Clyde El-Amin, KK
Sylvia Ramos, DA

District Office Staff:

Jose Aybar
Jane Barnes
Bvern Francisco
Maggie Garcia
Janis Gertrude
Jim Gonsiorek
Shawn Koesterling
Diana Madrzyk
Maria Moore
Mark Pickett
Valerie Roberson
Jennifer Seldon
James Stuart
Elsa Tullis
Angela Starks

Office of Finance Report

- Project Operating Cash Flow for Fiscal Year Ended June 2003 was included in the board packet.
- Review of summary regarding revenue and expenditures was included in the board packet.
- Revenue was projected at a negative 6.3 million variance at the end of 7/31/04. Expenditures were projected at a 3.4 million increase for the end of 7/31/04.
- Noted was an expected 3 million decrease in tuition due to decreased enrollment. Olive Harvey College was impacted the greatest. They (OH) were 1.6 million dollars under budget.
- A strategic Financial Plan involving an in depth qualitative and quantitative analysis in addition to an assessment of all (City Colleges) programs will be made to combat budget shortages.
- 31 million dollars in expenditures at the District Office was noted.
- A brief review regarding budget cuts from the ICCB were reviewed from information included in the board packet. ICCB will cut 27.2 million dollars from City Colleges budget within the next five years.

Office of Information Technology

- The go-live date for the PeopleSoft Student System is on target for the Summer of 2005.
- The five roll-out dates are as follows:
 - November 2004 – Course Catalog and schedule of classes.
 - February 2005 – Financial Aid
 - March 2005 - Registration
 - April / May 2005 – Term Processing
 - September 2005 – Miscellaneous Processing

Office of Information Technology (cont'd)

- The District Leadership Committee will start working on recommendations to improve the effectiveness and efficiency of employees and students with business process changes.
- The PSRF Self Service for the part time adjunct faculty will be available by Friday March 05, 2004 . This feature will allow the employee to view their pay records and benefits. For part-time staff, the self service feature will be available within the next few months.

Office of Administrative Services

- The RFP on the Washburn Culinary Institute Renovation project at the South Shore Cultural Center was released February 16th and is scheduled to receive its final bids no later than March 15th, 2004.