

SECTION III

BUSINESS AND FINANCIAL AFFAIRS

Vice President of Business and Financial Affairs

OCTOBER, 1992

END-OF-YEAR-REPORT

1991-92

III. Business and Finance

Paul Brinkman, Vice President

1. Achievement Statements/Report for 1991-92 Objectives

At the beginning of each fiscal year, the Division of Business and Financial Affairs establishes goals and objectives which it hopes to accomplish in the coming year. This report indicates the progress made in fulfilling those objectives.

GOAL NO. 1 Address audit recommendations regarding issuance of Accounts Payable checks and cross-training of Business Office personnel.

Implementation of accounts payable check data recommendations of the auditors was found not to be feasible, in that a major reprogramming of the Colleague Business System would be necessary. Progress has been made, however, in our efforts to increase training of Business Office personnel beyond their direct areas of responsibility.

Linda Gonda, assistant controller, is being included in the budget building process, especially the calculation of property taxes and projection of revenues. She also completed a one week intensive course of study through CACUBO at the University of Wisconsin for college and university business officers. She also participated in the T.Q.M. training seminars and is taking an active part in that group's efforts to initiate a T.Q.M. approach for Joliet Junior College.

GOAL NO. 2 Develop FY'93 Budget

The development of a proposed budget for FY'93 was completed with special emphasis on departmental input. This was essential in a year when projected revenues have been reduced, particularly from state sources. In addition to their initial budget requests, each department head reviewed their budget with their vice president. This was followed by a final meeting with the appropriate vice president, the department head, and the Vice President for Business and Financial Affairs to discuss any budget adjustments necessary to stay within projected revenues.

GOAL NO. 3 Assist in collective bargaining process.

Collective bargaining agreements were reached with all units, but only after protracted negotiations and extensive input and participation by the Business Office. We were successful in staying within the parameters needed to maintain a balanced budget.

GOAL NO. 4 Control health benefit cost escalation.

Cost containment measures were identified and implemented during FY'92. These included an increase in the deductibles and the initiation of the pre-certification program for in-patient surgery. It is our projection that these and other styles should keep health costs from escalating beyond 8% for FY'93.

GOAL NO. 5 Provide staff development and growth opportunities for personnel within the division.

Staff development activities included workshops and seminars held on campus and conferences and training programs conducted by professional organizations.

GOAL NO. 6 Expand campus recycling program.

The collection and recycling of all white paper was added to our recycling program. At the present time, the college is now recycling aluminum, computer paper and white paper of all kinds.

GOAL NO. 7 Obtain the release of planning funds and complete initial planning for the construction of the Business and Technology Building.

The college was successful in getting the release of the \$318,700 in planning funds. A trust fund was established in the amount of \$62,000 at the First National Bank of Joliet, the local fund share of the planning funds. With the funding now in place, the planning committee can begin refining the program statement and working with the architect in planning the facility.

GOAL NO. 8 Obtain final approval for a North Campus Branch and start construction.

The proposed North Campus Branch in Romeoville was approved by the ICCB and IBHE, along with the purchase of land and the lease/purchase agreement to build the new 35,000 square foot facility. Construction is well underway and on schedule for opening in January, 1993.

GOAL NO. 9 Upgrade the college's telephone system.

This project has been successfully completed. A new phone system was installed in January, 1992.

GOAL NO. 10 Reduce expenditures for energy through the installation of a cogeneration system.

Approval to fund this project with a Life/Safety Levy was received from the ICCB and IBHE. Bids have been let for the purchase and installation of the generator. Expected completion is April, 1993.

GOAL NO. 11 Complete Build Illinois project for FY'92.

Parking lots 1 and 2 were sealed and re-stripped, and lot 3 was resurfaced.

GOAL NO. 12 Upgrade campus facilities per projects approved in the three year capital projects plan.

The following projects were completed in FY'92:

- Remodeling of Nursing labs.
- Creating an English/Computer laboratory in Building J.
- Renovation of the Word Processing Laboratory in Building J.
- Completing of bridge and cafeteria remodeling projects.
- Installed television Monitor/Message System.
- Renovation of the second floor of the Renaissance Center office building.
- Installed ceiling fans in the Band Room and Alumni Affairs office.

GOAL NO. 13 Safety Program for Building and Grounds Staff.

The Building and Grounds Safety Committee met on a monthly basis throughout the year. In addition to safety seminars through video presentations, safety inspections were conducted in various parts of the college facilities. The annual Safety Awards Banquet was held in April, with awards going to employees with accident free records.

GOAL NO. 14 Develop a maintenance program for the college's physical plant facilities and maintenance equipment.

The college's work order system was computerized, with departments undergoing training in June to enable them to create computer generated work orders. By capturing this information on the computer, the physical plant administration will be able to prioritize and plan the work to be accomplished.

GOAL NO. 15 Develop a plan for moving into and maintaining the new North Campus branch.

The proposed budget and staffing plan for the new branch campus has been completed. Both the Business Office and Physical Plant staff have been working closely with the developer in the development, construction, supervision and scheduling of this project.

GOAL NO. 16 Renaissance Center: Increase Food and Beverage volume.

During the year, breakfast buffets were introduced with the hope of attracting senior citizens and business breakfast meetings. FAX menus to build pickup service for lunch was also initiated. Unfortunately, these positive efforts were overshadowed by a reduction in banquet revenues due to the slow economy and increased competition.

GOAL NO. 17 Renaissance Center: Reduce Overall Costs.

Compared with the previous year, overall costs of operating the center were reduced by \$70,276. This was accomplished primarily through a reduction in staffing and reducing other variable costs.

GOAL NO. 18 Bookstore: Improve accuracy of sales transactions, inventory control, and buyback.

The purchase and installation of the point-of-sale computer systems was completed in June, 1992. While this accomplishment did not have enough time to have an impact on FY'92 operations, it promises to improve the quality of the overall bookstore services in FY'93.

GOAL NO. 19 Improve customer relations in regards to Bookstore Buyback.

A computer system has been purchased which will enable the bookstore to conduct a running year-round buyback program. The staff will undergo training on this new system during the summer. The continuous buyback program is to be implemented in October, 1992.

GOAL NO. 20 Food Service: Maintain high quality food service on a break-even basis or modest profit.

Food service volume increased by 5% over the previous year, despite the loss of six days of business due to the faculty strike. Without that lost revenue, the Food Service would have had a break-even year.

END-OF-YEAR-REPORT

1991-92

III. Business and Finance 2. General Activity Report

Paul Brinkman, Vice President

The purpose of this report is to convey any significant accomplishments or projects undertaken by the offices within the division which may not have been included in the original goals and objectives established for the fiscal year.

BUSINESS OFFICE:

- Completed the establishment of the JJC Assistance Corporation, the sale of bonds and the closing of the North Campus land purchase and lease/purchase agreement with I.D.I.
- Completed the land easement agreement with the Illinois Department of Transportation, clearing the way for the Houbolt Avenue improvements and the I-80 interchange.
- Formed and coordinated the North Campus Equipment and Furniture selection sub-committee.
- Won the ICCB Cost Reduction Award.
- Served on the Romeoville Economic Development Council.
- Served on the program committee for the 1992 ASBO annual meeting.

PHYSICAL PLANT:

- Installed the motion detection security system.
- Remodeled the outdoor play area of the Child Care Center, installing a new playing surface and new sandboxes.
- Won Chamber of Commerce award for flower plantings at the Renaissance Center.
- Remodeled significant areas of the Fine Arts Building (carpeting, painting, sealing and waterproofing of interior walls) after the application of the new exterior skin.
- Installed new decorative fountain on the patio.