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**SUMMARIZATION OF THE APRIL 4, 2006  
FINANCE OFFICE, ADMINISTRATIVE SERVICES, AND OFFICE OF  
INFORMATION TECHNOLOGY COMMITTEE MINUTES**

**Office of Information Technology Reports :**

- The conference of the Oracle/PeopleSoft higher education user group was very useful and informative.
- OIT had three presentations that was very well attended and received.
- OIT met with Oracle's senior vice presidents to discuss the systems and plans for the future.
- Oracle has agreed to send subject area experts to assist us with a 'detail road map' of the current state and the path we need to follow in the future for all our Peoplesoft/oracle systems (Financial, HRMS, PSSA and CR). The outcome of the roadmap will be a guide and a tool for future endeavors and assist the district when assigning priorities for new/changes to any of our systems.
- OIT is in the process of scheduling meetings with the Oracle and the district office teams.
- Early registration for summer and fall is available as of Monday, April 3<sup>rd</sup>.
- OIT registered 308 (of which 140 used self service) students for summer.
- Work is continuing to improve the response time on the student application server.
- Also, available for production: an improved class search for students and the people soft academic management daily headcount report.

**Office of Finance Reports:**

**2.1.1 TREASURY UPDATE:**

- **Funds Transfer Resolution:** Included in the board packet was a board resolution authorizing the transfer of up to \$28.2 million from the Education Fund to the Working Capital Fund to provide the capital necessary to implement the board approved May 1, 2006, payment to retire the taxable Refunding Revenue Bonds, Series 1995.
- **Monthly cash flow and investments status report.** Included in the board packets was the District's monthly cash flow and investment status report as of February 28, 2006. As of the end of February, short-term investment balances total \$102.3 million. The medium-term balance was \$72.6 million. The Weiss, Peck & Greer report notes investments yield above 5%. They also report commitment to invest CCC foundation assets.

**2.1.2 BUDGET/FINANCE UPDATE**

- **Budget Calendar:** The Finance Office is working with college business managers to update the PeopleSoft budget development tool for the FY 2007 budget exercise.

### **Office of Finance Reports (cont'd):**

- **Capital project funding status:** The Finance Office worked with the *Truman College* president to secure a minimum of \$10 million from the Wilson Yard Tax Increment Financing (TIF) District from the City Planning Commissioner and Alderman Helen Schiller for the Student Administration Center and parking garage project.
- The Finance Office also worked with the *Wright College* president to secure support for HB 4161 which would grant 60 acres of State former Reed-Dunning land for the Wright Education Campus which would include space for a north side Chicago Agricultural High School and University of Illinois Agribusiness Center.
- There is also a Resolution 1M for *Daley College* land acquisition of property for a new Industrial Technology Center.
- The Finance Office also confirmed the City's commitment to issue \$20 million in Englewood TIF bonds to help fund the remaining portion of the new Kennedy-King College construction costs.
- **External Audit Status.** Deloitte & Touche LLP has completed the FY 2005 basic financial statements audit, the ICCB required audits, the federal single audit, the CCC Foundation audit and, as previously reported, the WYCC-TV20 audit.
- **Internal Audit Status.** The Washington, Pittman and McKeever auditors are completing work on the payroll audit review and the review of Administrative Services procurements.

### **2.1.3 PROCUREMENTS REPORT**

- The monthly Micro City technology purchases report is included in the April 2006 Board Agenda within the Finance Committee section. It reports Micro City purchases for the month of February 2006 at \$109,000.

#### **Section 1 – Resolutions:**

- The Finance Office has two walk-on items in the Resolution Section, the monthly budget transfers report and the request to allow for the temporary transfer of about \$28 million in Education Fund balance to the Working Capital Fund to retire the taxable 1995 working capital bond issue.

#### **Section 3 - Resource Development:**

- The Finance Office would like to point out one item in Section 3 of the Board Agenda—the City Treasurer Judy Rice's is continuing her funding of the Our Money Matters: The ABC's of Personal Finance program at \$203,000. This program offers seminars to assist city residents with personal finances and banking.

#### **Section 4 – Agreements:**

- There are twelve agreements for Thursday's board meeting items 4A through 4L:
  - 4A – is for a professional services agreement with Blackboard Inc. in an amount not to exceed \$69,515.80 for the period of April 10, 2006 through June 30, 2006 to automate the student account creation process for the Office of Information Technology.
  - 4B – is a professional services agreement with the National Association for the Education of Young Children (NAEYC) for participation in a peer review and pilot program to accredit the associate degree in Child Development Programs in amount to exceed \$12,000 for the period of April 10, 2006 through September 30, 2006 for the Office of Academic Affairs.

#### **Office of Finance Reports (cont'd):**

- 4C – is an amendment to the existing contract to correct the vendor name from Nile W Gossett to Best Practice Training, Inc. for the District's 2011 Strategic Planning Process from November, 2005 - August 2006, at a cost not to exceed \$50,000.
- 4D – is a professional service agreement with the Learning Resources Network to perform a comprehensive review and audit of the seven continuing education programs of City Colleges beginning April 7, 2006 – June 30, 2006 in an amount not to exceed \$58,000
- 4E – is a professional service agreement with Kaplan Inc., to provide four (4) full day nursing student exam prep sessions on Saturdays -April 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup> from 9 a.m. to 4 p.m. in an amount to exceed \$61,800.
- 4F – is a payment ratification of \$16,380 for custodial care and transportation for four human cadavers for Malcolm X College, and a professional services agreement to continue to provide custodial care for the four human cadavers beginning April 1, 2006 – April 30, 2006 in an amount not to exceed \$1860.
- 4G - is for the purchase of software for the Allied Health Dept. at Olive-Harvey College from C&S Solutions, Vincennes, IN. in the total amount of \$7,910.25.
- 4H – is for a professional service agreement with Jewish Vocational Services, for Truman College for a period of April 6, 2006 through June 30, 2006 in an amount not-to-exceed \$12,000.
- 4I – is for a professional service agreement with Arapahoe Community College to provide services in conjunction with Wright College on the Great Books Program for the period of April 1, 2006 through August 30, 2006 in amount to exceed \$24,500.
- 4J – is for a professional service agreement with Dr. Herman L. Sinaiko to provide professional services for the Great Books Program at Wright College for the period of April 6, 2006 through August 31, 2006 for a total not-to-exceed amount of \$9,500.
- 4K – is for the purchase of medical imaging laboratory equipment for Wright College's Radiography Program in the amount of \$ 340,000.
- 4L – is for a planned service maintenance agreement with Johnson Controls for a cost not to exceed \$34,000 for five years beginning April 6, 2006 through April 6, 2011 for maintenance of HVAC equipment for Kennedy King College.

#### **Section 6 – Purchases**

- There are five purchase board reports in Section 6 reports numbered 6A through 6E:
  - 6A – is a contract extension option with Regional Publishing Company on an as-needed basis for the printing of college credit and continuing education course schedules for the period of May 2006 through May 2008 in an amount not to exceed \$550,000.
  - 6B – is for the purchase of a 2006 Ford E-350 Super Cargo Satellite Uplink/Production Vehicle for WYCC-TV20 from *Wolf Coach Inc.* in the amount of \$402,703.
  - 6C – is for the purchase of mailing equipment from Pitney Bowes for Wright College in the amount of \$15,800.
  - 6D – is for the approval to use the low bidder *FanFares Catering* in the amount of \$ 9,276.20 for a Harold Washington College event.

**Office of Finance Reports (cont'd):**

- 6E – is for the purchase of weight training equipment for the Wright College Athletic Department from Direct Fitness Solutions who is the lowest responsible bidder in an amount of \$11,235.

Section 7 – Summary

7T – Utility, Postage and other monthly expenditures summary

**Office of Administrative Services Reports:**

The following reports were provided for each campus:

- District wide
  - Integrated Building Automation System – 80% complete - Proceeding with computer links
  - Elevator Maintenance – 2% complete - Analyzing bid returns
  - Electrical Distribution Systems Upgrade – 70% complete - To be completed late June; major shutdowns schedule for 5/13-14/06
- District Office
  - Replace Central Cooling Plant – 50% complete - To be completed 5/15/06
- Daley and Olive-Harvey Colleges
  - Energy Performance Upgrade Contract – 98% complete - Preparing close-out documents
- Malcolm X College
  - Energy Performance Upgrade Contract
    - Heating System – 90% complete
    - Cooling System – 70% complete
    - Domestic Hot Water System – 98% complete
    - Building Automation (Controls) System – 90% complete
  - 1<sup>st</sup> Floor Renovation and Toilet Room Upgrades
    - 1st Floor Lobby/Corridors (center area), Cultural Center, Old Bookstore, Security Office: East and West lobby security desks – 98% complete
    - Toilet Rooms: 14 of 16 central area toilet rooms [4 per floor] have been completed. – 90% complete
    - Hurst Conference Room: Remodeling construction is scheduled to be completed late May; MX is responsible for purchase and installation of audio/video equipment. – 10% complete
  - 1st Floor East and West Renovation
    - Proposals for A/E services are due 4/10/06 - 1% complete
  - Site Upgrades
    - Phase II construction is scheduled to start 4/5/06 – 20% complete