SUMMARIZATION OF THE DECEMBER 5, 2006
FINANCE OFFICE, ADMINISTRATIVE SERVICES, AND OFFICE OF
INFORMATION TECHNOLOGY COMMITTEE MINUTES

Office of Finance:

Treasury Update

- Monthly cash flow and investment status report: The District’s Treasurer prepared the FY 2007 Monthly Cash Flow Report with actual results through October 2006 for today’s meeting. This report covers the District’s operating cash and investment fund receipts, disbursements, and balances. (See summary of report in Table 1 below.)

- Cash balances at the end of October totaled $142.3 million as compared to the minimum required $83 million. Total operating fund balances, including restricted and medium to long term investments total $197.4 million.

- Total projected receipts for the FY2007 increased by $1.2 million from the prior month’s report primarily due to the increase in projected financial aid draw downs.

Budget Update

- The Finance Office is preparing the preliminary FY 2008 Budget Development Calendar. FY2007 and planned FY2008 budget briefings will be held with the Executive Vice Chancellor during the month of January 2007.

- New Kennedy-King College Funding Update: The Finance Office is working with the City CFO Dana Levenson to secure the City’s portion of the additional funding requirement.

Audit Status:

- External Audit Status:
  - The District’s Controller has successfully completed and submitted the WYCC TV-20 audit required by the Corporation for Public Broadcasting.
  - The Controller and it’s auditors from Hill Taylor successfully completed the five required Illinois Board of Higher Education (IBHE) and Illinois State Board of Education (ISBE) audits on time.
  - The Finance Office expects to have the basic financial statement audit completed by December 14, 2006.
  - As of last Friday, December 1, 2006, the District’s Controller has filed the un-audited FY 2006 Uniform Financial Statements (UFS) with the Illinois Community College Board fiscal staff to allow them to begin their work.

- The major due dates of the various annual financial audits are as follows:

<table>
<thead>
<tr>
<th>Audit Report</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Financial Statements</td>
<td>October 15, 2006</td>
<td>December 14, 2006</td>
</tr>
<tr>
<td>ICCB Required Audits</td>
<td>October 15, 2006</td>
<td>December 14, 2006</td>
</tr>
<tr>
<td>Foundation Audit</td>
<td>November 15, 2006</td>
<td>December 14, 2006</td>
</tr>
<tr>
<td>WYCC TV-20 CPB Audit</td>
<td>November 30, 2006</td>
<td>Completed</td>
</tr>
<tr>
<td>ISBE-Truants Alter &amp; Optional Ed Prog</td>
<td>November 30, 2006</td>
<td>Completed</td>
</tr>
<tr>
<td>IBHE-Com. Based Org College Access</td>
<td>November 30, 2006</td>
<td>Completed</td>
</tr>
</tbody>
</table>
IBHE-IL Cooperative Work Study  
ISBE -On-Track  
IBHE-Minority Student Transfer  
Other State Grants  
Federal Single Audit (A-133), Grants  
Treasury agreed-upon procedures  

November 30, 2006  
November 30, 2006  
November 30, 2006  
Various dates  
March 31, 2007  
January 2007  
Completed  
Completed  
Completed  
On time  
Early  
On time  

- **Monthly Micro City Purchases:** The District's monthly Micro-City purchases report for the month of October 2006 totaled $403,272.

**Resolutions:**

- 1A – amends the 1999 General Obligation Bond Intergovernmental Agreement with the City, the Public Building Commission, and the City Colleges of Chicago to more specifically allow the City of Chicago to directly reimburse the District for capital project work specifically assigned to it.

- 1B – requests the Board to authorize transfer of funds for the month of November 2006.

**Agreements**

- 4A – is for a contract extension with Chartwells Dining Services, a division of the Compass Group, to continue providing cafeteria and vending services at District facilities on the same terms and conditions until June 30, 2007. (ADMINISTRATIVE SERVICES)

- 4B – is an agreement with Molloy Consulting Inc to assist the Office of Human Resources with the City of Chicago government agencies' Healthcare Coalition RFP review in an amount not to exceed $22,500 beginning December 8, 2006 through March 1, 2007. (HUMAN RESOURCES)

- 4C- is a correction to Board Report Number 27687 dated November 9, 2006 to correct the date to May 12, 2007 for the rental of space for Harold Washington's graduation on from 11:00 a.m. to 1:00 p.m. in the amount of $13,780 with the Chicago Symphony Orchestra. (HVC)

- 4D – is a five year agreement with Ramona Munsell & Associates Consulting Inc. beginning January 2, 2007 through August 31, 2012 in an amount not to exceed $165,000 to provide assistance in preparing a new multi-year Title V grant application for submission to the U.S. Department of Education in March 2007. (MALCOLM X COLLEGE)

- 4E- approves the two year contract renewal with Nielsen Media Research in amount not to exceed $52,000 beginning December 11, 2006 through December 10, 2008 to continue receiving daily audience viewing ratings. (WYCC-TV20)

- 4F – is to enter into a contract with CCJM Engineers, Ltd. for design-build services to replace the ejector pumps at Malcolm X College for $80,000 with a contingency amount of $8,000 from Special Projects Fund – Plant Maintenance proceeds. (MALCOLM X COLLEGE)

- 4G- is an agreement with Mayer, Brown, Rowe, and Maw LLP to provide legal advisory services for the final new Kennedy-King College financing strategies and options in an amount not to exceed $35,000. This agreement will be in effect on or before December 1, 2006 through June 30, 2007. (OFFICE OF FINANCE)

- 4H- amends Board Report #27348, dated 05-04-06 with Bauer Latoza Studio to provide additional architectural services for the exterior terrace renovation of the Parrot Cage Restaurant in an amount not to exceed $10,277 beginning December 1, 2006 through May 1, 2007. (ADMINISTRATIVE SERVICES)
Purchases

- 6A- is a pass through Affiliated FM Insurance Company payment to Exclusive Construction in the amount of $6,662 (of the almost $17,000 total cost) for the emergency removal and replacement of the concrete spandrel in the Wright College parking garage. (WRIGHT COLLEGE)

Informational Reports

- 7D- Monthly Utility, Postage and Other Expenditures Report for June 2006:
  - AT & T...............................................................$225,075.38
  - Peoples Energy...................................................$80,880.10
  - Constellation New Energy......................................$468,387.79
  - U.S Postal Service...............................................$18,500.00
  - American Association of Community Colleges...........$13,315.00

Office of Information Technology

- OIT continues to work with Administrative services and KKC staff on the New KKC technology requirements.

- New fiber was added to the internet connections which doubles the connection speed. OIT will be making additional improvements to CCC connection to the internet over the next few months.

- The new Data center is 90% complete for the movement/installation of equipment. Testing of the new center will begin early in the New Year.

- OIT is in the design stage of a new look for the (IT’s) web site including the creation of a podcast/mp3 for new student orientation.

- Regarding PeopleSoft projects: A progress report on the student system was given in November as OIT continues with the technical design for the financial system upgrade. IT will also implement a new security request form and procedure for all of the people soft systems next month.

- Vice Chancellor Claudine Jones thanked everyone for their support and confidence in regard to her retirement.

Office of Administrative Services:

- New Kennedy King Campus: The project is 65% complete and is still on schedule to be turned over to the District on June 17, 2007. Since the last Board Meeting, there is no significant change in the MWBE participation which is 43% and 5%. Minority workers onsite total 60% male and 6% female among the total workforce. 16% of the overall total are Englewood residents. Currently there are nine Dawson students employed.

- Board Reports:
  - 4A – Extension of Cafeteria and Vending Services Agreement. The Board of Trustees granted an extension to Chartwells Dining Services in May, 2006 to allow Administrative Services to competitively solicit new food service provider proposals for the District. Those proposals are currently being evaluated. Due to the length of time needed to survey the colleges and advertise the Request for Proposal, the current service provider, Chartwells, needs to remain in place until July 7, 2007 to allow for continuous food services. Upon completion of the evaluations, Administrative Services will return to the Board for approval of the new vendor.
- 4F Design Build Services for Replacement of Sewage Ejector Pumps at Malcolm X College. – The sewage ejector pump system for Malcolm X has experienced several service disruptions with its ejector pumps. Review of the pumps by several engineering and plumbing companies the need for replacement of the system. CCJM Engineers, a certified minority owned firm from Chicago, IL was found the most qualified from the District’s list of pre-qualified firms to design and oversee the replacement of this system, with a budget not to exceed $88,000.

- 4H Amendment for additional Services for the Parrot Cage Renovation fro Kennedy-King’s Washburne Culinary Program at South Shore Cultural Center. Additional unforeseen architectural and engineering work was needed by the previously approved firm, Bauer-Latozza Architects, to complete the renovation of the teaching and serving area of the Parrot Cage. The additional amount is $10,277 bringing their total project amount to $35,277.

- 6A – An installment payment

- The Mayor will go to Dawson Tech to unveil the COMED program on December 20, 2006.