

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

2.1.1 TREASURY UPDATE

Monthly cash flow and investment status report: The District's Treasurer prepared the FY 2007 Monthly Cash Flow Report through September 2007 for today's meeting. The only major revision since last month's report is a \$1.2 million increase in the estimated tuition projection. We are researching the reasons behind the delay. There are no other significant changes to report at this month's meeting.

The Weiss, Peck and Greer (WPG) investment report as the end of September reports preliminary Third Quarter investment returns, net of fees, of 1.59% as compared to the six month treasury return of 1.4%.

The Treasurer proposes amending the District's investment policy in Resolution 1B to include Investment services firms from the original RFP to position District's Treasurer to transition fund management away from Weiss, Peck and Greer in the short term. We anticipate initiating an RFP for these services this fall after work on the numerous financial audits are completed.

The Treasurer would also like to request the Board's approval to use the GFOA Yield Advantage service outlined in Resolution 1B.

The City's Corporate Counsel legal review of the 1999 bond's Intergovernmental Agreement governing the flow of funds between City and District. About \$44 million in requested project advances and reimbursements are being delayed by the City. The Malcolm X College project receivable totals \$33.4 million of this amount. We expect the matter resolved by the City in November.

2.1.2 BUDGET/FINANCE UPDATE

Budget Update:

Required ICCB Reports: The Finance Office submitted a revised FY 2006 ICCB Unit Cost Report this week for restricted hours due to a small error in the reporting of adult education restricted credit hours.

Audit Status:

External Audit—

- File a request to extend the basic financial statements deadline from October 15, 2006 to December 1, 2006 due to: (1) implementation issues with the new

PeopleSoft Student Information System; and (2) problems with data from Blue Cross Blue Shield causing AON calculations to be recalculated.

Internal Audit Status –

- Washington, Pittman & McKeever is implementing projects detailed in the FY 2007 work plan: (1) continuing the audit of Grant Administration; (2) reviewing the District's internal controls; (3) reviewing continuing education, student financial services, and business office operations at the colleges; (4) reviewing the Students Academic Progress (SAP) procedures in conjunction with the Financial Aid audits by the U.S. Department of Education (USDOE) and the Illinois Student Assistance Commission (ISAC).

Other Audit Activity:

- Continuing support of Internal Revenue Service (IRS) audit of CY 2003.

Annual Programs and Services Analysis (APSA): During September, the Finance Office's worked with the Office of Research and Analysis to complete a data book and presentation materials. We expect to update APSA cost model for FY 2006 by end of October.

Monthly Micro City Purchases: The District's monthly Micro-City purchases report for the month of August 2006 totaled \$146,476.

2.1.3 PROCUREMENTS REPORT

Several resolutions before the Board this month pertain to the District's Finance Office as follows:

Section 1 – Resolutions:

The Finance Office has two resolutions this month.

1B – Amends Investment and Depository Policies to add several firms as authorized investment accounts for Board Funds.

1C – Authorizes the District Treasurer to use the Government Finance Officers Association (GFOA)'s YieldAdvantage product

Section 4 – Agreements

There are seventeen (17) agreements on the agenda for this mornings meeting.

4A- is a payment ratification for **James Randall Dempsey** in the amount of \$7,713.56 for additional services rendered through August 31, 2006. (OFFICE OF FINANCE)

4B- is an agreement with **TouchNet Information Systems Inc.** for the period October 2006 through September 30, 2007 for software support and maintenance services in a total amount not to exceed \$23,301.36. (OIT)

4C- requests the approval to retroactively ratify an agreement and payment to the **Illinois State Library** for the provision of ILLINET/ OCLC services to all colleges from July 1, 2005 through June 30, 2006 in the amount of \$ 20,000. (ACADEMIC AFFAIRS)

4D- is a payment ratification to **HireRight Inc.** in the total amount of \$114,067.24 for Pre-employment background investigation services for Fiscal Years 2003, 2004 and 2005. (HUMAN RESOURCES)

4E-is an agreement with **Employment Background Investigations, Inc.** for pre-employment background investigation services (replacing HireRight, Inc.) in an amount not to exceed \$70,000 annually for a three year period beginning November 1, 2006 through October 5, 2009, with an option to extend for 2-years. This recommendation is based upon an advertised RFP (#IW0620 dated July 17, 2006). (HUMAN RESOURCES)

4F-is an amendment to the contract with **Thompson/Gale** contained in board report # 27401, dated June 8, 2006 to correct the name of the vendor to **The Gale Group, Inc.** All other terms and conditions remain the same. (ACADEMIC AFFAIRS)

4G- requests a four month extension to the agreement with **Flood Brothers** of Chicago, IL, for scavenger services in a not to exceed amount of \$58,750 from October 5, 2006 through January 31, 2007. The District's scavenger service is in the process of being competitively procured. (ADMINISTRATIVE SERVICE)

4H- is an agreement with **AON Consulting, Inc.** for research on employee benefit topics, from October 5, 2006 through June 30, 2007 in an amount not to exceed \$20,000. (OFFICE OF FINANCE)

4I- is an agreement with **American Building Services, LLC**, of Wheeling, IL, to replace stairwell doors and hardware at District Office for an amount not to exceed \$74,250 (\$67,500 base plus \$6,750.00 contingency costs), from October 5, 2006 through February 1, 2007 in accordance with Drawing Plans and Sealed Bid# IW0619 dated July, 9, 2006. (ADMINISTRATIVE SERVICE)

4J-is for an agreement with **Qwest Communications** for long distance and telephone conferencing services for a three (3) year period with an option to renew for an additional two years beginning July 1, 2006 through June 30, 2009 in accordance with RFP# SC0603 dated January 9, 2006. (This report also rescinds board report number 27416, dated June 8, 2006) (OIT)

4K- renews the agreement with **Oracle** to provide software upgrades and maintenance services pertaining to the Human Resource, Student Administration and Financial system modules from November 1, 2006 through October 31, 2007 and adds the new Contributor Relations, Campus Directory Interface and Portal software modules from November 6, 2006 through November 5, 2007 in an amount not to exceed of \$670,776 (OIT)

4L- is an agreement with **Oracle, Inc.** for the purchase of the User Productivity Kit licenses, five developer licenses and maintenance services for the period of October 20, 2006 through October 19, 2007 at a cost not to exceed \$364,760.00; (OIT)

4M- An agreement with **Illinois Driver Education**, Chicago, IL to provide a road instructional driver training courses for the period of October 6, 2006 through October 6, 2009 with a two year optional extension in accordance with RFP # SC0620 dated August 30, 2006 in an amount not to exceed \$345, 000. (HAROLD WASHINGTON COLLEGE)

4N- is an agreement with **ComEd** for a period of two years beginning October 16, 2006 and ending October 16, 2008 to provide overhead electrician training. (DAWSON TECHNICAL INSTITUTE & HAROLD WASHINGTON COLLEGE)

4O- An amendment to the Professional Services Agreement with **DESI** to increase the contract amount to \$90,000 to perform case management and job placement services to fulfill the outcomes of the CSSI Grant beginning September 8, 2006 through December 31, 2006. All other terms and conditions shall remain the same. (OLIVE-HARVEY COLLEGE)

4P-An agreement with **FACS**, Inc. beginning October 6, 2006 through June 30, 2007, to provide financial advisory consulting services in an amount not to exceed \$60,000 including expenses. (OFFICE OF FINANCE)

4Q- Approved of an agreement and payment ratification to the **Contingent Labor Organizing Committee**, IEA-NEA for the terms specified herein in the amount of \$31,196.11. (HUMAN RESOURCES)

Section 6 – Purchases

Here are six purchasing reports before the board this morning:

6A- is for a purchase order on an as needed basis to the vendors **Elsevier Health Science, Harcourt Health Science, American Technical Publishers, Inc.** for health occupation and technical trade books through June 30, 2007 in a total amount not to exceed \$ 140,000 (ACADEMIC AFFAIRS)

- 6B- is to authorize a purchase order in the amount of \$9,176.95 to **Sir Speedy Printing** for the printing of various student manuals in accordance with Sealed Bid# IW0624 dated August 7, 2006. (ACADEMIC AFFAIRS)
- 6C- is to authorize purchase orders on as needed basis to the vendors **Association of Classroom, Teachers Testers, Mid-American Publishers, Curriculum Publications Clearinghouse, CTB/McGraw Hill, Steck Vaughn, Scantron** for the purchase of the required testing materials through June 30, 2007 in a total amount not to exceed \$415,500. (ACADEMIC AFFAIRS)
- 6D- A purchase contract in the amount of \$15,999 with **SBC**, Chicago, IL for the purchase of the telephone switchboard equipment at Harold Washington College. (HAROLD WASHINGTON COLLEGE)
- 6E- A purchase order to **Snap-On Equipment** in the amount of \$55,158.63 to purchase various automotive equipment for the Automotive Technology Department at Kennedy King College, in accordance with specification number, IW0623 dated August 7, 2006. (KENNEDY KING COLLEGE)
- 6F- A purchase order to **Pitney Bowes**, Stamford, CT in the total amount of \$42,420.00 for the purchase of the mailing equipment with folder/inserter for Malcolm X College and authorize the Chancellor to enter into a maintenance service agreement for the equipment in the amount of \$4,925.00 for a one year term beginning October 5, 2006 though October 5, 2007. (MALCOLM X COLLEGE)

Section 7- Informational Reports

7D- Monthly Utility, Postage and Other Expenditures Report for June 2006:

- | | |
|---|--------------|
| ▪ AT & T..... | \$280,193.11 |
| ▪ Peoples energy..... | \$133,499.57 |
| ▪ Constellation new energy..... | \$524,966.87 |
| ▪ Dept of Water..... | \$10,138.85 |
| ▪ US Postal Service..... | \$24,000.80 |
| ▪ No purchases through the Illinois Community College Purchasing Consortium | |

Office of Administrative Services

- New Kennedy-King Campus Construction Update
- As of September 15, 2006, construction for the New Kennedy-King Campus is 38% complete, with the exterior masonry on the six buildings at least halfway done. Last month, it was reported that McClier and the Public Building Commission hired 14 City College students for union apprentice and laborer jobs

onsite. As of today only eight (8) of the Dawson students are still employed by contractors, having been laid off, terminated or voluntarily resigned. CCC staff is currently working with those individuals for further counseling and placement as well as talking to McClier and various contractors to address issues and barriers that prevent long-term employment. Administrative Services will report back to the Board with progress on this issue.

- As of the September 15th Project Status Report prepared by the Target Group, Minority Businesses received approximately 37% of all dollars paid out while Women-owned Businesses received close to 5%. City Residents are 55% of the project, with 17% of those workers Englewood Residents.

District – Wide Capital Projects

- At this time, Administrative Services has issued Notices to Proceed to the three contractors awarded the ceiling tile design and replacement projects for Truman, Daley and Dawson Colleges.
- Truman and Administrative Services are working with the Capital Development Board to select the Construction Manager for the planned Student Services and Parking Structure to be built to the south of the Main Truman Building. Site Upgrades currently underway are at 60% completion.
- At Wright, the contract for the roof inspection project is close to completion and work will commence shortly to identify the cause of the leakage and issue a specification to bid for repairs. Review of the Parking Lot damage is also underway.
- At Olive-Harvey's South Chicago Learning Center, an architect has been identified from the list of pre-qualified firms to address the continual roof leakage and develop a scope of work to bid.
- All other work identified as Capital Projects is currently on hold. Approval is pending by Chicago's City Council in November for a language revision to the 1999 Intergovernmental Agreement Among the City of Chicago, Board of Trustees of Community College District No. 508, County of Cook and State of Illinois and the Public Building Commission of Chicago to recognize the City Colleges as one of the direct payees for capital construction projects undertaken utilizing the 1999 Capital Bond Funds. At this time, the District expects to present to the Board for approval in November the acceptance of this revision for execution.

Board Reports

4G Scavenger Services for All Colleges and District Offices is necessary to extend the current purchase agreement until January 31, 2007 for a not to exceed price of \$58, 750

for Flood Brothers while Administrative Services identifies additional waste hauling needs required for inclusion in a re-bid specification.

4l Replace Stairwell Doors and Hardware for the District Office in order to be in compliance with the City's Fire Code. This was a competitive bid through Procurement Services and the lowest bidder, American Building Services, was found to be responsive and in compliance with the M/WBE Plan for an amount not to exceed \$74,250.

Minority and Women-Owned business Utilization

For the first quarter of FY2007, MBE's received 51% of the eligible dollars spent by the City Colleges, exceeding the goal of 25%. WBE's received .5% of the eligible dollars. Administrative Services and Procurement Services are reaching out to the Women's Business Development Center and Federation of Women Contractors to address the lack of participation of women in the District's business opportunities.

Office of Information Technology reports:

- We have implemented a new function in the people soft student system, 'the prior term copy' which facilitated the process of setting up class sections for spring 2007. Early registration for spring 2007 will start on October 30, 2006. The student services and transfer center screens allows the Colleges to track services given to students (tutoring, etc.) are in productions.
- OIT continues to work with the registrars to finalize the transitioning of transcripts generation from SPAS to PSSA. This will include our military program and all credit/skills students' historical records that were not converted from spas.
- Continue to work with our Finance Dept and Colleges on the review and/or correction of student's financial aid records from fy06.
- Continue to work with Academic affairs and ICCB for major changes in Adult Education reporting and funding for our students. The new changes are required for the Federal grant funding beginning with the summer, 2007 term.
- Our web team completed the Electronic HR Checklist and also working on the on-line new employee orientation project.
- Turnitin.com (a comprehensive plagiarism prevention system was installed and over 60 faculty members are now using the system as part of their blackboard course site.
- We are in the process of having a disaster recovery center which should be operational by January 2007. This allows backup/restore for all applications in the event of equipment failure at the district office data center.

OIT haS 4 board report for you approval:

4B Touch net information system (Credit card and Interactive Voice Response (IVR) provider) which interface with PSSA

4K Oracle (software upgrades and maintenance services pertaining to the Human resources, student administration, financial, contributor relations systems, campus directory interface and portal software.

4L Oracle –user productivity kit licenses and maintenance services. This kit provides system process documentation, training material and support (job aides) for all applications which will be used in the district planned upgrades of the peoplesoft applications starting with the financial system.

4J Quest Communication long distance and telephone conference services and rescind board report 27416-Tantus Enterprise. During contract negotiations, it was discovered that Tantus could not enter into an agreement directly but could act only as an agent.