



**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**  
**County of Cook and State of Illinois**

**MINUTES**

**COMMITTEE AND REGULAR BOARD MEETING**  
**THURSDAY, MAY 8, 2008**

Pursuant to provisions of the Public Community College Act, as amended, of the State of Illinois, County of Cook, the regular meeting of the Board of Trustees of Community College District No. 508, scheduled on Thursday, May 8, 2008 at 9:00 a.m., was held at the District Office, 226 W. Jackson Boulevard, Room 300, Chicago, IL 60606 was called to order at 9:13 a.m.

**TRUSTEES**

*James C. Tyree, Chairman*  
*James A. Dyson, Vice Chairman (Absent)*  
*Terry E. Newman (Absent)*  
*Rev. Albert D. Tyson, III (Absent)*  
*Nancy J. Clawson*  
*Gloria Castillo*  
*Ralph G. Moore*  
*Shamil C. Clay, Student Trustee*

**ASSISTANT BOARD SECRETARY**

*Regina M. Hawkins*

**CHANCELLOR**

*Wayne D. Watson*

**GENERAL COUNSEL**

*James Reilly*

**TREASURER**

*Dolores Javier*

**OFFICERS OF THE DISTRICT**

*Interim Vice Chancellor, Angela Starks,*  
*Academic Affairs*  
*Kenneth Gotsch, CFO, Finance*  
*John Dozier, Vice Chancellor Information Technology*  
*Michael Mutz, Vice Chancellor Office of Development*  
*Xiomara Cortes-Metcalf, Vice Chancellor*  
*Human Resources*

*President Sylvia Ramos-Ladick, Daley College*  
*President John Wozniak, Harold Washington College*  
*President Clyde El-Amin, Kennedy-King College*  
*Interim President Ghingo Brooks, Malcolm X College*  
*President Valerie Roberson, Olive-Harvey College*  
*Interim President Lynn Walker, Truman College*  
*President Charles Guengerich, Wright College*

**DISTRICT OFFICE STAFF**

*Diane Minor, Associate Vice Chancellor, Administrative Services*

**Chairman Tyree called the meeting to order at 9:13 a.m.**

At 9:14 a.m., Chairman Tyree called for a closed session pursuant to Sections 2.c.1, 2.c.2, 2.c.5 and 2.c.11, of the Open Meetings Act to consider items pertaining to personnel, collective bargaining, real estate and litigation.

Closed session ended at 9:39 a.m. and the meeting reconvened at 9:40 a.m.

Chairman Tyree called for a motion for the approval of the April 3, 2008 Human Resources, Finance, Academic and Student Services committee meeting minutes,

Chairman Tyree welcomed new Student Trustee Shamil C. Clay - Harold Washington College and the new Faculty Council President Keith McCoy -Wright College.

Chancellor Watson acknowledged the City College students who won the National Academic Scholastic competition – “Know Your Heritage Hispanic College Quiz”. The seven students in attendance were from Daley, Truman Harold Washington, and Wright Colleges. Out of the six finalists, two were community colleges and four were 4-year colleges or universities.

Christi Chadwick, District Director, Child Development Studies gave an update on the Head Start Program, including a discussion of the self-assessment, program improvement plan, and upcoming federal review. Phoebe Wood, District Director, Financial Planning and Budgeting provided a financial update on the Head Start Grant, including a breakdown of expenses by college.

Chairman Tyree asked the Vice Chancellors to review the May board reports with the Trustees

28657     **HUMAN RESOURCES**

Committee Chair Gloria Castillo called the Board Committee meeting on Human Resources to order at 11:26 a.m. and asked Vice Chancellor Xiomara Cortes-Metcalf to present the report. Vice Chancellor Xiomara Cortes-Metcalf reported to the board the following:

**Cost Controls**

The March 2008 year-to-date benefits costs is up by 2.2%. We continue to experience rate increases significantly lower than the general market. PPO claims and HMO costs are up but are offset by decreases in administrative fees, dental claims and life insurance premiums.

**Workforce Development Activities**

The Recruitment Division has made recruitment of nurse faculty a priority. To that end, we have begun to develop contacts and a presence at various graduate schools of nursing. In April we met with the Director of the Graduate Nursing Program of Elmhurst College and learned that we could provide a nursing internship program which we will be pursuing. We have at least three other graduate nursing programs to visit this month.

The Truman and Malcolm X President Search Committee referred final candidates to the Chancellor: 4 candidates for Truman and 3 for Malcolm X Colleges.

HR worked closely with the Office of Academic Affairs' Child development staff and the HR College Administrators to ensure employees that will not be retained at CCC are given the appropriate support needed to transition into other positions.

**Compliance Activities**

Thirty HR field personnel were trained on the business process handling of all Leaves of Absence to ensure compliance with CCC and federal policies, rules & regulations.

All EEO complaints and grievances are current and responded to within required time lines. All 941 Quarterly Taxes (federal, Illinois Wisconsin and South Carolina) were prepared and sent mid-April ahead of the scheduled April 30 deadline.

**Other Business**

PeopleSoft Unit Testing is 98% complete. The remaining 2% consist of errors generated from Unit Testing that are currently being resolved. Parallel Processing I is slated to begin the first week of May. This is the stage where we take a representative sample of work and run a full process. We continue to remain on target.

CIP (College Insurance Program) legislation traveled from the Senate to the House. Unfortunately, Democratic Representative Jack Frank took hold of the bill before our designated sponsor, Representative Burke did. As a result, we were forced to attach the CIP legislation to SB 2326 sponsored by Senator Cullerton. The Bill is currently going through the House process. To their credit, the Annuitants' Association has been reaching out to both Republican and Democratic senators and representatives to ensure the bill's passage.

**28658     ACADEMIC AFFAIRS AND STUDENT SERVICES**

Chairman Tyree on behalf of Trustee Rev. Tyson, III asked Interim Vice Chancellor Angela Starks to present the Academic Affairs and Student Services report. Ms. Starks reported the following:

- 1     Cynthia Armster, AVC Student Services reported on the District Wide Art Exhibit. The artwork from students throughout the District was on display in our lobby. The winner was also present.

2. Our second report highlighted our students who made history on the Hispanic Heritage Quiz Show. Dr. Jose Aybar, AVC Arts & Science presented the students and spoke on their accomplishment.
3. Our third report was a Marketing Status Update presented by Elsa Tullos our District Director of Marketing and Public Relations.

28659 **FINANCE, OFFICE OF INFORMATION TECHNOLOGY, AND  
ADMINISTRATIVE SERVICES**

Committee Chair Nancy Clawson called the Board Committee meeting on Finance to order at 9:40a.m. and asked Vice Chancellor Kenneth C. Gotsch to present the report. Vice Chancellor Gotsch reported to the board the following:

**Office of Finance Report:**

The Board requested the Finance Office review the recommended Kennedy-King College's (KKC) incubator kitchen fee structure contained in the April Board meeting's Resolution 1C, which amended the District's Operations Manual concerning rental of district property to authorize a rental rate schedule for six new incubator kitchens at KKC. The intent of this space is to help graduating culinary students to start catering businesses after graduation. The space will also be rented to residents of the Englewood Community who are interested in starting catering businesses. The recommended rates were studied to insure that they will attempt to recover the District investment in the new facility. The provost of the Washburne Culinary Institute prepared a business plan and financial projections for this program.

A second request for information came at the recent Executive Audit Committee meeting. Chairman James Tyree requested three years of financial trend data for WYCC - TV20. For your review, the Finance Office has included in your Board meeting materials the FY 2005 to FY 2007 income statement and balance sheet information.

**2.1.1 TREASURY UPDATE**

**Quarterly and monthly cash flow reports:** The Finance Committee tab of today's Board binder contains three quarterly reports that summarize the District's investments. The first report summarizes the District's \$282.2 million in short-term and medium-term investments by investment securities type. This list does not include the bank accounts amounting to about \$11 million. The second report is a detailed list of the specific investment securities including and confirming that all the District's investments are in governmental and highly-rated commercial securities that conform to the State's public investment statutes and the District investment policy.

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The third report is a list of the District's bank accounts, listed in alphabetical order by bank. These accounts include the District's working cash, short-term operating and restricted purpose bank accounts. They also include the various types of accounts opened by the colleges including bank accounts for the federal Perkins loan program, imprest (checking), savings and various agency (enterprise) accounts.

The District's Treasurer also prepared the FY 2008 Monthly Cash Flow Report with actual results through March 2008 for today's meeting. This report covers the District's operating cash and investment fund receipts, disbursements, and balances. Total projected receipts were increased by about \$13.7 million due to an unexpected increase in Cook County property tax collections. The District experienced an unusually large accelerated 2008 property tax payment from Cook County. The Treasurer is researching the reasons for the increased collections. Cash out flow was above expected by \$10.8 million due to new Kennedy-King College payment.

Total cash balances at the end of March 2008 were \$178.6 million, up \$40.9 million from February's \$137.6 million balance and above the District's minimum balance goal of \$83 million. Total Operating Fund balances; including restricted and medium to long term investments is \$276.6 million.

Table 1. District Operating Funds as of March 2008 (Dollars in Millions)

Duration	Beginning Balance	In Flow	Out Flow	In/Out Invest.	End Balance
Cash	\$ 22.2	\$ 80.8	\$ 38.6	(\$53.3)	\$ 11.1
PFM-Short Term	44.7	.4	0.0	0.0	45.1
State Treasurer	70.7	64.7	13.0	0.0	122.4
Subtotal Cash	\$137.6	\$ 145.9	\$ 51.6	(\$53.3)	\$178.6
PFM-Working Cap	56.3	3.6	2.8	-0-	57.1
Seaway-Capital	0.9	.0	-0-	-0-	.9
PFM-OPEB Resrv	9.7	19.9	19.9	(0.1)	9.6
PFM-Truman Proj	30.0	4.5	4.1	0.0	30.5
<b>Total Operating</b>	<b>\$234.5</b>	<b>\$ 173.9</b>	<b>\$ 78.4</b>	<b>(\$53.4)</b>	<b>\$276.6</b>

Also reported is the Public Financial Management, Inc (PFM) commentary as of the end of March 2008 detailing portfolio performance trend. Note: March returns are net of fees.

A. PFM Managed Investment Portfolios	March 2008 Portfolio Information			
	Market Value	Duration	March 2008 Periodic Return	March 2008 Annualized Return
(1) Working Cash Portfolio	\$ 58,660,321	0.956	0.300%	3.600%
- Merrill Lynch 1-Year U.S. Treasury Index		0.894	0.313%	3.759%
- Merrill Lynch 1-3 Year U.S. Treasury Index		1.647	0.221%	2.641%
(2) Truman Student Center/Parking Garage Project*	30,819,106	0.376	0.296%	3.550%
- No Benchmark			N/A	N/A
(3) OPEB Portfolio	9,699,614	1.084	0.002%	0.027%
- Merrill Lynch 1-3 Year U.S. Treasury Index		1.647	0.221%	2.641%
(4) Short-term Operating Portfolio	45,530,675	0.145	0.306%	3.677%
- Merrill Lynch 3 month U.S. Treasury Index		0.157	0.230%	2.749%
<b>Total PFM</b>	<b>\$ 144,709,716</b>			

<b>B. State Treasurer's Illinois Fund Portfolios:</b>				
(1) Illinois Money Market Fund	\$ 24,562,696		0.173%	2.076%
(2) Illinois Prime Funds	97,787,145		0.203%	2.445%
<b>Total Illinois Funds</b>	<b>\$ 122,349,841</b>			
<b>C. LaSalle Bank and other Cash Accounts</b>				
	\$ 11,056,122		0	0
<b>Total Cash Balance(Illinois Funds &amp; Short-Term portfolio &amp; Cash Accounts)</b>				
	<b>\$ 178,936,638</b>			
<b>Total Restricted Account Balances</b>	99,179,041			
<b>Total Account Balances.</b>	<b>\$ 278,115,679</b>			

### 2.1.2 BUDGET/FINANCE UPDATE

**Budget Update – Preparation of the FY 2009 Budget process is underway. Current year financial projection shows this is going to be a very tight year. The Budget Office also would like to report that in April 2008, they were busy working on the final details of the 1600 contract, assisting colleges and departments with FY 2009 budget submissions, analyzing enterprise fund budget submissions and college tuition and fee estimates, and they began updating the budget book for FY 2009. They also presented the Federal Head Start budget to the Parents' Council.**

**Capital Projects – The Finance Office made a \$10 million payment on the final invoice of \$13.5 million for the new Kennedy-King College, leaving \$3.5 million due to the PBC. Pursued commitments from the City of Chicago to obtain \$13.5 million in Englewood TIF proceeds to make up for the loss of State funds.**

**Student Financial Assistance – During April 2008, Student Financial Assistance staff issued student refunds to about 1,500 students totaling \$800,000. They also began developing credit hour limit procedures and training materials for College deans and preparing for new type of Federal financial aid grant, the Teacher Education Assistance for College and Higher Education (TEACH) which will be implemented in FY 2009. This grant provides up to \$4,000 a year to students who agree to serve for at least 4 years as a full-time teacher in a public or private elementary or secondary school that serves student from low-income families.**

**PeopleSoft Financial System Upgrade - The Finance Office again worked closely with OIT to correct problems with the upgrade to PeopleSoft 8.9. The Finance System version 8.9 put was placed in production on November 19th. Last month, the Finance Office and OIT provided status report on outstanding issues with the PeopleSoft Financial System upgrade project that caused colleges to have difficulty timely generating payments to vendors. The Office of Finance will continue to closely monitor the budget check process as some issues with the converted purchase orders still exists and have to be dealt with on a case by case basis. The Appropriation Status Report (Budget Report) remains unstable. The OIT and Finance team are working diligently to ensure that this report is tested and is functioning as intended in time for the beginning of the FY 2009.**

## AUDIT STATUS

The Executive Audit Committee met on Tuesday, May 6 and Deloitte & Touche LLP presented the completed the external audits of the District's FY 2007 basic financial statements, several required ICCB audits, several State grant audits, the federal single audit, and the treasury agreed upon procedures report. The District's received an unqualified (or clean) opinion for the FY 2007 basic financial statements audit. Twelve prior year audit management internal control comments were closed out. Deloitte presented the District with eight opportunities for internal control improvement in areas such as Accounts Payable, Procurement, Fixed Assets, Information System Security and Systems User Access.

**Internal Audit Update.** Additionally, the District's Director of Internal Audit presented audit reports on the assessment of internal controls for WYCC, the Office of Development, the Olive Harvey College Business Office, and last month's Ratification for Vendors for payments exceeding \$10,000 board report. Management responses and action plans to address control deficiencies were provided to the satisfaction of the audit committee and follow-up will be conducted to ensure the implementation of the corrective actions.

During the last quarter for FY 2008, Internal audit is scheduled to conduct a district-wide procurement data analysis review and a H.R. Payroll review which is included as part of today's board reports. Additionally, internal audit will continue to conduct reviews of additional colleges' business offices to assess internal controls in the area of cash management, grants administration, procurement, campus security and building maintenance. They are currently working on a review of food spending by colleges, monitoring preparations for the federal audit of the City of Chicago's Head Start grant to District. The quarterly Executive Audit Committee has been set for May 6 2008. ICCB visited the District during April to conduct their once every five year Recognition Review.

### **Controller Office activities include:**

The Controller completed responses to the FY 2007 external audit management letter comments. Management responses will be presented at the May 6, 2008 Audit Committee Meeting. The Controller will continue to work with District personnel to implement corrective actions.

During April, the Controller's Office continued to work with the Office of Information Technology (OIT) to develop and enhance operational reports and queries. For the PeopleSoft Financials Upgrade Phase II, the Controller and General Accounting staff walked through the Asset Management configuration with Synch Solutions representatives. Testing is scheduled to begin in mid-May. The Controller and Grants Accounting staff walked through the Grants Module configuration with Synch Solutions representatives. Testing is scheduled to begin in mid-May.

The General Accounting Section met with Executive Directors and Business Office staff to walk through the agency trial balance, imprest trial balance, Depository Trial Balance, Bank Reconciliations and deadlines for submission to General Accounting. Trial Balances, Bank Reconciliations and other forms/schedules were updated to reflect current business processes.

The Financial Reporting Section completed the 2007 Higher Learning Commission Finance Ratios Section report, the 2007 IPEDS – Finance Section report, the Interim Financials as of February 29, 2008, re-submitted the ICCB 2007 Audited UFRS to resolve data submission errors, met with ICCB to discuss the transmission process and options to improve the process.

The Grants Accounting Section assisted the Office of Child Development with the Federal Head Start Program audit preparation, met with Internal Audit staff to discuss Olive Harvey findings related to the grants accounting area and continued to work with District personnel to implement corrective actions.

Procurement and Business Services - has successfully completed the following activities in the month of March 2008:

- Received Board approval for twenty-six (26) agenda items at the April 2008 Board meeting and requesting seventeen (17) agenda items for the May 2008 Board meeting;
- Over the last four months, purchase orders were reviewed and processed for transactions over \$5,000 are summarized as follows:

<u>Month</u>	<u>No. Purchase Orders</u>	<u>Expenditures</u>
January 08	62	\$3.3 million
February 08	43	\$1.7 million
March 08	89	\$8.5 million
April 08	63	\$3.4 million

- The May 2008 bid schedule includes the following six (6) items:

<u>Dept/Campus</u>	<u>Contract</u>	<u>Status</u>
Administrative Services	Bookstores-District Wide	Ad 5/7/2008-Bids due 6/6 /2008
Human Resources	Fingerprinting Equipment and Services	Ad 5/8/2008-RFP due 5/30/2008
KKC Washburn Culinary	Pastry Kits	Ad 5/9-Bids due 5/23/ 2008
Harold Washing College	Scanning Services	Ad 5/8-Bids due 5/22/2008
District Wide	Printing of College Course Schedules	Ad 5/2 RFP due 5/19/2008
Malcolm X College	Supply and Deliver an Early Alert System	Ad 4/22/30 Bids due 5/7/2008

As of April 2008, the Accounts Payable team has significantly reduced payment match exception district wide by holding training sessions with individual colleges and



departments. Over the last four months, AP processed the following number of vouchers for vendor payments:

<u>Month</u>	<u>No. Vouchers</u>
January 2008	3,202
February 2008	3,555
March 2008	3,609
April 2008	3,954

Micro City Purchases - The District's March 2008 monthly Micro-City purchases report includes both monthly and year-to-date information. The total March 2008 Micro City purchases were about \$340,000, up \$74,000 from last month's expenditures of \$266,000. The nine month year-to-date totals were approximately \$2.9 million.

<u>EQUIPMENT</u>	<u>March 2008</u>	<u>Year to Date</u>
Computers	\$ 142,567	\$ 813,639
Printers	12,784	76,756
Software	26,597	350,387
Related Equipment	<u>157,929</u>	<u>1,624,792</u>
Total	\$ 339,877	\$2,865,574

### 2.1.3 FINANCE OFFICE May 2008 BOARD AGENDA ITEMS

Resolutions, Agreements, Purchases and other information before the Board this month are as follows:

#### Section 1 – Resolutions:

The Finance Office has two resolutions in the April 2008 Board folder before the board:

Resolution 1J– authorizes the routine transfer of approximately \$4.0 million during the month of March 2008. Many of the transfers were { (1) between supplies and contractual services; (2) salary transfers between departments; (3) to realign student retention funding within colleges; (4) realign spending in several enterprise funds; (5) move funding from Business Process Design Group to support Master Faculty Development; and (6) to support CPS high school student marketing efforts.}

#### Section 4 - Agreements

There are fifteen (15) agreements on today's agenda:

#### 4A – (Withdrawn)

4B – is an agreement with Chicago Commercial Contractor, LLC, for a total bid price of \$562,646 plus \$56,264 (a 10% construction contingency) for a total not-to-exceed amount of \$618,910 for the demolition of cooling tower and pump house with backfill and site preparation at Malcolm X College, in accordance with the specifications of Sealed Bid # NU0802 dated March 7, 2008. (ADMINISTRATIVE SERVICES)

**4C – is an agreement with Siemens Building Technologies to provide service and maintenance of the Fire and Life safety equipment at Kennedy King College beginning July 1, 2008 through June 30, 2009, at a cost not to exceed \$28,242. (ADMINISTRATIVE SERVICES)**

**4D – is an agreement with DCG Roofing Solution, Inc., in an amount not to exceed \$51,750 for temporary roof repairs at Wilbur Wright College, in accordance with the specifications of Sealed Bid # NU0803 dated March 7, 2008. (ADMINISTRATIVE SERVICES) – AS AMENDED**

**4E - renews the existing Apple Computer Collegiate Purchase Agreement for all CCC colleges for the period of May 1, 2008 through May 1, 2009 with Apple Computer Inc. for an amount not to exceed \$245,000. (ALL COLLEGES) – AS AMENDED**

**4F – ratifies an agreement with Fleishman-Hilliard, Inc. to provide strategic communication consulting services for potential litigation involving the Board and its agents for an amount not to exceed \$25,000 for the period from December 18, 2007 to December 2, 2009 (OFFICE OF THE GENERAL COUNSEL)**

**4G - amends the agreement with Washington Pittman & McKeever and KPMG LLP to reflect an additional amount of \$260,000 to be allocated to either vendor to perform internal audit services based on capacity and experience from May 1, 2008 through June 30, 2008. (OFFICE OF INTERNAL AUDIT), AS AMENDED**

**4H – approves the issuance of purchase orders to CR Market Surveys for marketing research services during the period of June 1, 2008 through May 31, 2009 for an amount not to exceed \$80,000.(MARKETING DEPARTMENT)**

**4I - a license agreement with Oracle, Inc. for the licenses for eCompensation, eProfile and Talent Acquisition Manager software at a cost not to exceed \$183,500 and provide the first year of maintenance services at a cost not to exceed \$40,370 resulting in a total not to exceed cost of \$223,870. (OFFICE OF INFORMATION TECHNOLOGY)**

**4J – ratifies the maintenance for the transcript systems agreement to Definitive Datamation Design, Inc. in the amount of \$36,000 for July 1, 2007 through June 30, 2008. (HAROLD WASHINGTON COLLEGE)**

**4K – approves a sub contractor training agreement with the Institute of Health and Human Performance to, design, develop and deliver training, in collaboration with the Business and Industry Services of Wright College, and providing all training books, materials, supplies and equipment to the employees of A. Lava and Sons, Altom Transport and JF Labs for an amount not to exceed \$56,000 from January 28, 2008 to October 28, 2008. (WRIGHT COLLEGE)**

**4L – authorizes an intergovernmental agreement with the University of Illinois Extension, stating the terms and conditions whereby the Extension agrees to provide consultation services for the development of an Urban Agriculture dual credit/dual enrollment course of study for the Wilbur Wright College Environmental Technology Program, beginning April 1, 2008 and ending June 30, 2008, for a fee of \$9,500 (WRIGHT COLLEGE)**

**4M – authorizes a sub contractor training agreement with the Jane Addams Resource Corporation to, develop and deliver an ICCB grant training program, in collaboration with the Business and Industry Services of Wright College, and providing all training books, materials, supplies and equipment to a maximum of 30 recruited participants for an amount not to exceed \$16,750 from May 5, 2008 to June 6, 2008. (WRIGHT COLLEGE)**

**4N – authorizes a sub contractual agreement with the Chicago Manufacturing Center to provide training, and providing all training books, materials, supplies and equipment to the employees of Estee Bedding for an amount not to exceed \$15,420 from February 28, 2008 to June 3, 2008. (WRIGHT COLLEGE)**

**4O – (Withdrawn)**

**4P – authorizes agreement with HighRES, Inc to provide training, and books, materials, supplies and equipment to the employees of Hydro, Inc for an amount not to exceed \$9,000 from April 17, 2008 to January 15, 2009.**

#### **Section 6 – Purchases**

**There are eight (8) purchase reports for today's meeting:**

**6A – ratifies Truman and Wright Colleges training agreement payments to the ten listed subcontractors in the total amount of \$404,380. (TRUMAN COLLEGE, WRIGHT COLLEGE) AS REVISED.**

**6B – pursuant to publicly advertised RFP no. DT0802, approves issuance of purchase orders on an as needed basis with United Graphics and Mailing Services, for Print, Pre-Sort and Mail Services, for all City Colleges of Chicago for the period beginning May 1, 2008 through April 30, 2011, in an amount not to exceed \$240,000 annually. (DISTRICT WIDE)**

**6C – approves issuance of purchase orders for T-Shirts to Fruit of the Loom in an annual amount not to exceed \$105,000 and to Brandango, Inc. for promotional Items in an annual amount not to exceed \$105,000 for a three year period beginning May 3, 2008 to June 30, 2011 with an option to extend for an additional one (1) year period in accordance with the bid specifications MWJ0802 dated February 20, 2008. (DISTRICT WIDE)**

**6D – approves the issuance of a purchase order to Chatham Home & Office Cleaners, Inc. of Chicago, IL in the amount not to exceed \$21,299.73 to purchase tooling kits for Arturo Velasquez Technical Institute – Daley College, in accordance with the specifications of Sealed Bid# NU0801 dated February 20, 2008. (ARTURO VELASQUEZ TECHNICAL INSTITUTE)**

6E – approves issuance of a purchase order to OEC Business Interiors in an amount not to exceed \$23,578 to supply and deliver conference room furniture to Harold Washington College in accordance with the specification number MWJ0702 dated December 12, 2007. (HAROLD WASHINGTON COLLEGE)

6F – is an agreement with DMW Worldwide LLC. in an amount not-to-exceed \$8,832 for creation of a direct marketing acquisition mailing list for WYCC TV20. (KENNEDY KING COLLEGE)

6G – (Withdrawn)

6H – approves the payment of the additional expenditure in the amount of \$2,461 for all on the Road Catering, lowest of the informal quotations obtained pursuant to District Policy for Wright College's Student Government Association catering services. (WRIGHT COLLEGE)

**Section 7- Informational Reports**

7C – covers the prior month clinical and training agreements. These transactions procedures need to be reviewed due to subcontractors' usage potentially exceeding \$10,000 without formal Board review and approval.

**7D. Monthly Utility, Postage and Other Expenditures Report for March 2008:**

In accordance with the District's purchasing policies (appendix # 24 of the Board Rules) the following expenditures have been processed for the period of March 1, 2008 thru March 31, 2008:

CAMPUS/DEPT.	VENDOR	AMOUNT	PURCHASE DESCRIPTION
District-Wide	AT&T Inc.	\$254,632.85	Utilities- Telecommunication
District Office Kennedy King College Malcolm X College	Sprint	\$1,841.07	Utilities - Telecommunications
District-Wide	Qwest Communication	\$2,905.36	Utilities-Long Distance Service
District Office Harold Washington College	Peoples Energy	\$81,516.25	Utilities-Com Ed
District-Wide	People Energy Services Corporation	\$56,239.67	Utilities- Gas
District-Wide	City Dept. of Water Management	\$45.76	Utilities – Water & Sewer
District Office Daley College Wright College Olive Harvey College	United States Postal Service	\$8,385.68	Postage
District Office Harold Washington College	Pitney Bowes	\$585.00	Postage and Maintenance
District Office Truman College Olive Harvey College	Middle College High School	\$6,825.00	Registration Fees, Conference Travel, Membership Dues
District Office	Illinois Student Ass. Commission	\$6,520.25	Student Loan

District-Wide	Office Depot	\$57,504.20	Office Supplies from Illinois Community College System Purchasing Consortium
Kennedy King College Harold Washington College Olive Harvey College Wright College	Magnetic Office Product	\$31,043.40	Office Supplies from Illinois Community College System Purchasing Consortium
Malcolm X College Truman College	Unisource	\$5,181.70	Contracting Services from Illinois Community College System Purchasing Consortium
District Office	Centennial Contractors Enterprises Inc.	\$10,303.00	Contracting Services from Illinois Community College System Purchasing Consortium
Harold Washington College Truman College Olive Harvey	Grainger	\$3,882.20	Hardware Supplies from Illinois Community College System Purchasing Consortium
District Office	Krueger International Furniture	\$4,386.74	Furniture from Illinois Community College System Purchasing Consortium
Kennedy-King College	Midwest Office Interiors	\$845.00	Furniture from Illinois Community College System Purchasing Consortium
Truman College Wright College	Praxair Distribution Inc.	\$1,389.16	Cylinder Rental Service from Illinois Community College System Purchasing Consortium
Olive-Harvey College	Jostens	\$123.57	Graduation Cap & Gown Purchase/Rental Services from Illinois Community College System Purchasing Consortium
Kennedy-King College Truman College Wright College	CDW-G	\$3,471.02	Computer accessories and supplies from Illinois Community College System Purchasing Consortium
Truman College	VWR International	\$48,593.20	Scientific Equipment, Supplies, Instructional Aids and Training from Illinois Community College System Purchasing Consortium
Truman College	Burgoon Company	\$41,893.60	Scientific Equipment and Supplies from Illinois Community College System Purchasing Consortium
District Office	ThyssenKrupp Elevator Co.	\$5,415.73	Maintenance Service from Illinois Community College System Purchasing Consortium
Harold Washington, Malcolm X College, Olive Harvey, Kennedy-King, Truman, and Daley Colleges	Fisher Scientific	\$13,847.03	Scientific Equipment and Supplies from Illinois Community College System Purchasing Consortium
Daley College	WorkFlow One	\$1,111.88	Data Processing Cards and Paper Supplies from Illinois Community College System Purchasing Consortium
District Office	ICCTA	\$30,334.00	Membership Dues

**Committee Chair Nancy Clawson called the Board Committee meeting on OIT to order at 10:05a.m. and asked Vice Chancellor John Dozier to present the report. Vice Chancellor Dozier reported to the board the following:**

**Board Reports:**

**The Office of OIT has one agreement for your approval this month:**

**Item 4I is an agreement with Oracle for the licensing of three HR software modules at a \$223,870.00. The three modules are newer modules and were not part of the original licenses purchased in 1998. The functionality of the three modules will be needed after we complete the upgrade of our HR system (a project that we are currently undertaking).**

**Regarding Applications Projects:**

**PeopleSoft Finance – Phase 2 of the Finance system is on time and within budget. Deliverables for phase 2 include: the implementation of Grants Management, the improvement of Asset Management, additional reporting, and automated billings and receivables. Phase 2 is expected to be complete by November 21, 2008.**

**PeopleSoft HR – The HR upgrade to version 9.0 is running on time and within budget. The “go-live” date will be in the latter part of July. This affords the HR department the opportunity to have all scheduled raises in the system prior to the migration to version 9.0.**

**Data Migration and Reporting – The re-hosting and migration of files from the mainframe (currently hosted by Axcion) to CCC is on target for completion by June 30 as is the development of a data warehousing strategy and prototype dashboard. We are experiencing some challenges associated with reporting, but feel that recent meetings with our project partners that resulted adding resources to the team will keep us on track to meet the June 30 deadline.**

**Committee Chair Nancy Clawson called the Board Committee meeting on Administrative Services to order at 10:10a.m. and asked Associate Vice Chancellor Diane Minor to present the report. Associate Vice Chancellor Minor reported to the board the following:**

**Board Reports**

**Board Reports**

**4A Amendment to Board Report #28013 for Cafeteria & Vending Services for all Colleges**

**The original Request for Proposals for food services included the provision to purchase food items and supplies for use by Washburne Culinary classes at competitive rates from the Compass Group as well as provide catering services for the colleges' events. With the increase in students, classes and services at Washburne and based on the additional events at the colleges, Administrative Services is requesting authorization for additional \$830,000 to be added annually.**

#### **4B Demolition of Cooling Tower and Pump House, Malcolm X College**

Malcolm X has an obsolete cooling tower & pump house that requires demolition, environmental remediation and restoration before the site becomes hazardous. Procurement Services advertised the bid, with 22 vendors notified, a pre-bid held and site visitation recommended. Two responses were received with a \$300,000 difference. Upon review of the bids, we found that the low bidder, Chicago Commercial Contractors, LLC., made the site visit to review the conditions and the second bidder did not. Therefore, Administrative Services is recommending the award of the bid to the lowest respondent for \$562,646 with full M/WBE compliance.

#### **4C Service and Maintenance Agreement for Siemens Systems at Kennedy-King**

The warranty period for the Siemens Systems Fire and Life Safety Alarm mechanical equipment will expire June 30, 2008 and Administrative Services is seeking authorization to maintain service with the manufacturer of the systems, Siemens Building Technologies for one year at a cost not to exceed \$28,242.

#### **4D Temporary Roof Repairs for Wright College**

Competitive bids were issued by Procurement Services to 20 vendors, a prebid was held and two responsive bids were received. Administrative Services is recommending award to the low bidder, DCG Roofing Solution, Inc for an amount not to exceed \$51,750, with full M/WBE compliance utilizing certified vendors on an indirect basis.

#### **6G Withdrawn**

#### **Project Updates**

##### **NKKK**

While the punch list items have been listed as less than five, Administrative Services staff has been going through the buildings to check the validity of repairs undertaken by McClier and determined that there are items not satisfactorily completed. Where items do not appear to be warranty issues, we have informed Public Building Commission on the need for additional work by their contractors before final acceptance.

Work is continuing on the build-out of the music classrooms, conference center and restaurant in Building U.

##### **Old Kennedy-King Building**

Administrative Services continues to maintain the vacant facility along with the vital help of Kennedy-King's security and engineering staff. The City's Department of Planning has indicated that the Chicago Park District wants to take another walk-through of the athletic building to decide any adaptive re-uses. Until such time that a new plant operation can be constructed on the west side of the street, City Colleges will continue to maintain the facility. The District's costs include insurance, utilities, site maintenance and security.

Office of Administrative Services Report (cont'd)

Truman Student Services and Parking Facility

City Colleges along with the Capital Development Board and the design and management has been meeting with the City's Department of Planning on approval of the building's design and layout as well as its' environmental impact. The project is on track to make the June Agenda for the Plan Commission. Discussions are still underway with CTA on adjacent land use, park & ride access, maintenance. Upon the approval from City Council, Department of Planning and Development, and the CTA, permits can be issued and Bids may be advertised as soon as July, 2008.

**MINUTES**

**28660 APPROVAL OF THE MAY 8, 2008 REGULAR BOARD MEETING MINUTES**

**RESOLUTIONS**

**28661 TO APPROVE TENTATIVE AGREEMENT FOR INAGURAL COLLECTIVE BARGAINING AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508 AND THE FEDERATION OF COLLEGE CLERICAL AND TECHNICAL PERSONNEL, LOCAL 1708, PART-TIME HOURLY EMPLOYEES, ILLINOIS FEDERATION OF TEACHERS AFL-CIO**

**28662 TO RATIFY REINSTATEMENT OF EMPLOYEE ROSIE INWANG AND BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508**

**28663 APPLICATION FOR NEW PROGRAM HAROLD WASHINGTON COLLEGE ASSOCIATE IN ARTS TEACHING (AAT) [EARLY CHILDHOOD EDUCATION]**

**28664 APPLICATION FOR NEW PROGRAMS MALCOLM X COLLEGE BASIC CERTIFICATES EMERGENCY DISPATCHER TRAINING, HOMEMAKER/HOMEHEALTH AIDE, PERSONAL TRAINER PREPARATION**

**28665 APPLICATION FOR NEW PROGRAMS MALCOLM X COLLEGE FOOD SERVICE SANTITATION/RECERTIFICATION AND FOOD SANITATION SHORT TERM BASIC CERTIFICATES**

**28666 CCC DISTINGUISHED PROFESSORS FOR 2007-2008 ALL COLLEGES (AMENDMENT)**



**RESOLUTIONS (CONT'D.)**

**28667 AUTHORIZING TRANSFER OF FUNDS**

**28668 CITY COLLEGES OF CHICAGO HOSTS THE ICCTA PROFESSIONAL ADMINISTRATIVE ASSISTANTS CONFERENCE APRIL 16-18, 2008**

**28669 COMMENDATION OF THE HONORABLE CONSUL GENERAL HUANG PING, WANG XIAOWEI, DIRECTOR OF THE EDUCATION OFFICE, JI YUAN, CONSUL FOR EDUCATION**

**28670 DELEGATION OF AUTHORITY TO THE CHANCELLOR**

**28671 RENEWAL AND NON-RENEWAL OF NON-TENURED DELEGATION OF AUTHORITY TO THE CHANCELLOR**

**PERSONNEL**

**28672 PERSONNEL REPORT GENERAL/FUNDED**

**28673 CONTINUING EDUCATION ASSIGNMENTS SUMMARY**

**28674 LECTURESHIPS AND FACULTY OVERTIME ASSIGNMENTS**

**RESOURCE DEVELOPMENT**

**28675 RESOURCE DEVELOPMENT**

**AGREEMENTS**

**28676 DEMOLITION OF COOLING TOWER AND PUMP HOUSE WITH BACKFILL AND SITE PREPARATION MALCOLM X COLLEGE**

**28677 SERVICE AND MAINTENANCE AGREEMENT FOR SIEMENS SYSTEMS KENNEDY KING COLLEGE**

**28678 TEMPORARY ROOF REPAIRS AT WILBUR WRIGHT COLLEGE**

**AGREEMENTS (CONT'D.)**

**28679 APPLE COLLEGIATE PURCHASE AGREEMENT ALL COLLEGES  
(RENEWAL OPTION)**

**28680 PROFESSIONAL SERVICES AGREEMENT FLEISHMAN-HILLIARD  
CONSULTING SERVICES OFFICE OF THE GENERAL COUNSEL**

**28681 INTERNAL AUDIT SERVICES (AMEND BOARD REPORT #27837,  
ADOPTED 2-8-07 AND BOARD REPORT #28332 ADOPTED 10-3-07)**

**28682 MARKETING RESEARCH SERVICES DISTRICT OFFICE MARKETING  
DEPARTMENT (EXTENSION OPTION - BOARD REPORT #28097  
ADOPTED 6-20-07)**

**28683 ORACLE, INC. SOFTWARE LICENSES AND MAINTENANCE SERVICES  
OFFICE OF INFORMATION TECHNOLOGY DISTRICT OFFICE**

**28684 MILITARY TRANSCRIPT STORAGE, MANAGEMENT AND RETRIEVAL  
REGISTRAR'S OFFICE HAROLD WASHINGTON COLLEGE  
(RATIFICATION)**

**28685 SUBCONTRACTOR TRAINING AGREEMENT INSTITUTE OF HEALTH  
AND HUMAN PERFORMANCE BUSINESS AND INDUSTRY SERVICES  
WRIGHT COLLEGE**

**28686 INTERGOVERNMENTAL AGREEMENT BETWEEN THE UNIVERSITY OF  
ILLINOIS EXTENSION AND THE WILBUR WRIGHT COLLEGE  
ENVIRONMENTAL TECHNOLOGY PROGRAM**

**28687 TRAINING SUBCONTRACT BUSINESS AND INDUSTRY SERVICES  
WRIGHT COLLEGE**

**28688 SUBCONTRACTOR TRAINING AGREEMENT CHICAGO  
MANUFACTURING CENTER BUSINESS AND INDUSTRY SERVICES  
WRIGHT COLLEGE (RATIFICATION)**

**28689 SUBCONTRACTOR TRAINING AGREEMENT HIGHRES, INC. TRUMAN  
COLLEGE**

**LEGAL INVOICES**

**28690 MONTHLY INVOICES COVERING LEGAL FEES AS SUBMITTED**

**PURCHASES**

**28691 RATIFICATION SUBCONTRACTOR TRAINING AGREEMENT OVER \$10,000**

**28692 PRINT, PRE-SORT, AND MAIL SERVICES DISTRICT WIDE**

**28693 PURCHASE OF T-SHIRTS AND VARIOUS PROMOTIONAL ITEMS DISTRICT WIDE**

**28694 TOOLING KITS FOR MANUFACTURING TECHNOLOGY AND ECONOMIC DEVELOPMENT TRAINING PROGRAM ARTURO VELASQUEZ TECHNICAL INSTITUTE - DALEY COLLEGE**

**28695 CONFERENCE ROOM FURNITURE HAROLD WASHINGTON COLLEGE**

**28696 DIRECT MAIL MEMBERSHIP INITIATIVE WYCC-TV20 KENNEDY-KING COLLEGE**

**28697 CATERING SERVICES STUDENT GOVERNMENT ASSOCIATION WRIGHT COLLEGE**

**COLLEGE INFORMATION**

**28698 CONSULTANT AND PROFESSIONAL SERVICE AGREEMENTS MONTHLY SUMMARY PAYMENTS APPROVED BY THE CHANCELLOR (UP TO \$10,000.00)**

**28699 AGREEMENTS MONTHLY SUMMARY PAYMENTS APPROVED BY THE OFFICERS OF THE DISTRICT (UP TO \$5,000.00)**

**28700 CLINICAL AND TRAINING AGREEMENTS MONTHLY SUMMARY AGREEMENTS APPROVED BY THE COLLEGE PRESIDENTS**

**28701 UTILITY, POSTAGE AND OTHER MONTHLY EXPENDITURES SUMMARY**

**COLLEGE INFORMATION (CONT'D.)**

- |       |   |
|-------|---|
| 28702 | <b>BLACK HERITAGE MONTH HAROLD WASHINGTON COLLEGE</b>   |
| 28703 | <b>BUSINESS INCENTIVE EXPO – MARCH 14, 2008 MALCOLM X COLLEGE</b>                             |
| 28704 | <b>FORMER ADULT EDUCATION STUDENT ACHIEVES CAREER SUCCESS MALCOLM X COLLEGE</b>               |
| 28705 | <b>WOMEN EMPLOYED AND THE ADULT EDUCATION PROGRAM CAREER COACH WORKSHOP MALCOLM X COLLEGE</b> |
| 28706 | <b>STATES ATTORNEY'S CONTINUING LEGAL EDUCATION SEMINARS MALCOLM X COLLEGE</b>                |
| 28707 | <b>SPRING 2008 "ONE WEEK, ENDLESS POSSIBILITIES..." MALCOLM X COLLEGE</b>                     |
| 28708 | <b>AAWCC WINS NATIONAL MODEL CHAPTER AWARD TRUMAN COLLEGE</b>                                 |
| 28709 | <b>CAR DEALERS DONATE TECHNOLOGY, EQUIPMENT TRUMAN COLLEGE</b>                                |
| 28710 | <b>"COLLEGE 101" A SUCCESS WITH ESL AND GED STUDENTS TRUMAN COLLEGE</b>                       |
| 28711 | <b>COLLEGE SUCCESS COURSES REACH OUT TO STUDENTS, COMMUNITY TRUMAN COLLEGE</b>                |
| 28712 | <b>ITALIAN CLASS CHOSEN AS TRIBUNE "BEST BET" TRUMAN COLLEGE</b>                              |
| 28713 | <b>JOURNALISM INSTRUCTOR IS REGULAR TRIBUNE CONTRIBUTOR TRUMAN COLLEGE</b>                    |
| 28714 | <b>MEDICAL ETHICIST SPEAKS TO NURSING STUDENTS TRUMAN COLLEGE</b>                             |
| 28715 | <b>PROFESSOR KISSES FROG TO HELP END WORLD HUNGER TRUMAN COLLEGE</b>                          |

**COLLEGE INFORMATION (CONT'D.)**

28716 STUDENT GAINS ADMISSION TO BERKLEE SCHOOL OF MUSIC  
TRUMAN COLLEGE

28717 STUDENT JOURNALIST PUBLISHED IN LOCAL PAPER TRUMAN  
COLLEGE

28718 STUDENT SELECTED FOR PTK ALL ILLINOIS ACADEMIC TEAM  
TRUMAN COLLEGE

28719 STUDENTS WIN ESSAY CONTEST ON HOW TRUMAN CHANGED LIVES  
TRUMAN COLLEGE

28720 WEBINAR HELD ON STUDENT EARLY WARNING SYSTEMS TRUMAN  
COLLEGE

28721 WILBUR WRIGHT COLLEGE HOSTS TENTH ANNUAL ASPIRA YOUTH  
CONFERENCE

**FACULTY COUNCIL UPDATE**

28722 FACULTY COUNCIL UPDATE – KEITH MCCOY – WRIGHT COLLEGE

**APPROVAL OF BOARD REPORTS AND AMENDMENT FOLDERS**

On motion by Castillo, seconded by Moore the foregoing Board Reports, 28657 to 28722 and the amendment folder, by a unanimous affirmative voice vote of the four voting members present and the Student Advisory vote.

**ADJOURNMENT**

On motion by Castillo, seconded by Clawson the May 8, 2008 regular board meeting of the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, was adjourned at 11:38 a.m. by a unanimous affirmative voice vote of the four voting members present.

Terry E. Newman  
Secretary