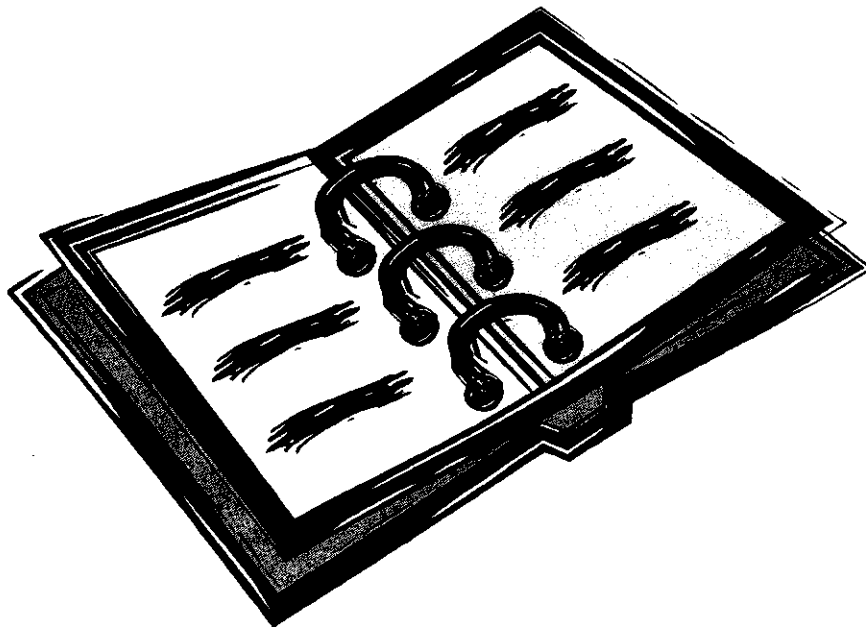


**28946**

**ADOPTED – BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
SEPTEMBER 3, 2008**



**Board of Trustees Community College District No. 508  
County of Cook and State of Illinois**



**City Colleges of Chicago Operations Manual  
2008-2009**

## **INTRODUCTION – PURPOSE AND BRIEF DESCRIPTION OF THE MANUAL**

The Operations Manual contains guidelines for City Colleges of Chicago (“CCC”) executives, managers, supervisors and employees with respect to operational procedures, including purchasing and contracting procedures, M/WBE compliance, Accounts Payable Procedures, Procurement Card procedures, employee expense reimbursement procedures, maintenance and disposal of CCC property, Security procedures and emergency response procedures. The purpose of the manual is to provide uniformity of procedures at all CCC facilities, ensure compliance with governing laws and Board policies and to provide an easy reference to CCC employees with respect to the operational procedures. The Operations Manual contains the following sections.

**Purchasing and Contracting Policies and Procedures:** The purchasing and contracting policies and procedures are designed to ensure that goods and services necessary for the operation of the CCC are obtained at competitive prices and leveled opportunities, to guarantee fairness in the selection of vendors, and to minimize opportunities for corruption. Through the use of these policies, CCC contracting will be an open and fair process. The purchasing and contracting policies and procedures are consistent with 110 ILCS 805/3-27.1 of the Illinois Public Community College Act, and represent the basic intentions and goals of CCC’s Board of Trustees. After periodic reviews, these policies may be changed from time to time. Employees will be notified of such changes through policy memoranda issued by the Chancellor, or by the Vice Chancellor for Finance and approved by the Chancellor.

**NO PURCHASES SHALL BE MADE EXCEPT AS PROVIDED BY ILLINOIS LAW, BOARD RULES OR THESE POLICIES AND PROCEDURES FOR PURCHASING. NO OFFICER OR EMPLOYEE NOT EXPRESSLY AUTHORIZED BY ILLINOIS LAW, BOARD RULES OR THESE POLICIES AND PROCEDURES SHALL MAKE ANY PURCHASE(S) ON BEHALF OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508, COUNTY OF COOK AND STATE OF ILLINOIS OR ENTER INTO ANY CONTRACT, VERBAL OR WRITTEN, TO PURCHASE ANY APPARATUS, EQUIPMENT, SUPPLIES, SERVICE, REPAIRS, GOODS, WARES OR MERCHANDISE OF ANY KIND OR DESCRIPTION, OR ACCEPT ANY OF THE AFOREMENTIONED WITHOUT THE APPROPRIATE APPROVAL(S) BY THOSE AUTHORIZED TO DO SO. ANY CONTRACT, VERBAL OR WRITTEN, MADE IN VIOLATION OF ILLINOIS LAW, BOARD RULES AND/OR THESE POLICIES AND PROCEDURES FOR PURCHASING IS VOID AS TO THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508, COUNTY OF COOK AND STATE OF ILLINOIS.**

**CCC HAS POLICIES AND PROCEDURES FOR THE PROCUREMENT OF GOODS AND SERVICES, THEREFORE; STAFF IS NOT AUTHORIZED TO MAKE ANY COMMITMENTS ON BEHALF OF CCC WITHOUT AN ORIGINAL PURCHASE ORDER APPROVED BY THE AUTHORIZED DEPARTMENT HEAD. EMPLOYEES THAT MAKE COMMITMENTS OR PURCHASES WITHOUT A PROPERLY APPROVED PURCHASE ORDER WILL BE PERSONALLY RESPONSIBLE FOR**

THE PAYMENT OF THE GOODS OR SERVICES ORDERED AND MAYBE SUBJECT TO DISCIPLINARY ACTION, AS STATED IN THE CCC EMPLOYEE MANUAL.

Compliance with Minority and Women-Owned Business Enterprise Participation Plan Policies and Procedures: The M/WBE Contract Compliance Participation Plan is designed to ensure that minority and women-owned businesses adequately participate in the purchasing and contracting of goods and services used to benefit CCC.

Accounts Payable Policies and Procedures: The Accounts Payable policies and procedures are designed to help ensure that expenses incurred are paid within the allotted payment terms of net 30 days or the specified payment terms in accordance with the contract whichever is later. It provides guidelines in ensuring that all payments are properly approved and that valid documentations are maintained.

Procurement Card Cardholder Policy and Guidelines: The Purchasing Procurement Card Program is intended to provide a more efficient and cost effective alternative to make purchases without circumventing the District's procurement policies. The Purchasing Card is a tool that reduces transaction costs, automates data flow for accounting purposes, and offers flexible controls to ensure proper usage.

Employee Expense Reimbursement Policies: The Employee Expense Reimbursement Policies are designed to provide appropriate management oversight and controls to reimburse CCC employees for authorized business related expenses.

District Property Policies: The policies with respect to the standards, maintenance and disposal of CCC property are designed to provide guidance on purchases, maintenance of property and disposal of certain College and/or District Office property.

Security Department Procedures: Security Department Procedures set forth CCC's security standards and policies, which are intended to establish and maintain safe and secure environments conducive to student and faculty teaching and learning and are to be uniform across the District.

Emergency Response Procedures: The Emergency Response Procedures set forth require evacuation procedures for all CCC facilities and standards that such procedures must be met. This policy also mandates that each facility have their procedures approved by Administrative Services.

Cash Receipts, Policies and Procedures: These policies and procedures are designed to help ensure that all monetary transactions for payments of tuition, fees, fines and other miscellaneous revenues are conducted at the Business Office in a controlled environment by authorized staff.

**1.0 PURCHASING AND CONTRACTING - GOODS OR NONPROFESSIONAL SERVICES**

**1.01 GOODS OR NONPROFESSIONAL SERVICES**

Goods or nonprofessional services, hereinafter referred to as goods, should be purchased from the vendor who can provide the required goods at the lowest price available.

**1.02 REQUISITION PROCESS - Purchases of \$10,000 or Less**

T1.02.1 Colleges: The originating/user department must submit a requisition to the Business Office for the issuance of a purchase order. The requisition must be approved by the department head or designee. The requisition must include the name, telephone number, address, city, state, zip code and contact person of vendor.

1.02.2 District Office: The originating user must submit a requisition to the departmental business manager for the issuance of a purchase order. The requisition must be approved by the department head or designee. The requisition form must include the name, telephone number, address, city, state, zip code and contact person of vendor.

The requisition must include the name of the person and department making the request, budgetary coding, and delivery address, date of requisition, terms of payment and shipping terms. The requisition must list the commodity code of item/s to be purchased plus a complete description of all goods or services.

Generally, multiple prices must be obtained each time a purchase is made. Methods should be used to maximize the possibility of CCC obtaining the desired goods at the lowest possible price. Splitting purchases to reduce the procedural requirements for obtaining prices is strictly prohibited and may be subject to disciplinary measures.

CCC recommends the use of the various purchasing consortiums to take advantage of the volume discounts allotted: City Colleges of Chicago are participants of the following consortiums: Illinois Community College System Purchasing Consortium (ICCSPC) and US Communities Governmental Purchasing Alliance.

**Purchases of less than \$1,000:** Competitive bidding is not required. Such items may be purchased from any vendor offering the required goods or services at a reasonable price. Price comparison is highly recommended.

**Purchase of \$1,000 but less than \$2,500:** The department seeking the goods or

services must obtain three price quotations from vendors who stock the goods. Price quotations may be obtained over the telephone, in person, or in writing. The quotations must be summarized on a bid recapitulation sheet and attached to the requisition form. If three quotations are not obtained, an explanation must be provided on the bid recapitulation sheet and sent to the Business Office or District Office Business Manager for approval prior to acquiring the goods and/or services. The bid recapitulation sheet can be downloaded from the CCC intranet. The web address is [http://intranet.co.ccc.edu/finance/procurement\\_forms.asp](http://intranet.co.ccc.edu/finance/procurement_forms.asp)

**Purchases of \$2,500 and up to \$10,000:** Informal competitive bidding is required. Informal competitive bidding requires that the user department obtain three written bid quotations, with at least one being a certified MBE or WBE vendor, specifically describing the goods or services and their prices. The bid quotation may be obtained either on a bid-quotation form or on the vendor's letterhead stationery. In either case, the bid must be written in ink or typed and signed by an authorized representative of the vendor. If at least three bids are solicited, but fewer than three bids are submitted within at least five working days of the solicitation, the department head may authorize the purchase after determining that the bids submitted are reasonable. If three bids are not obtained, an explanation must be provided on the bid-recap sheet and submitted to Procurement Services prior to selecting the successful bidder. A copy of the scope provided to the vendors must be attached to the bid recap sheet to ensure all vendors received the same information. The bid recapitulation sheet can be downloaded from the CCC intranet. The web address is [http://intranet.co.ccc.edu/finance/procurement\\_forms.asp](http://intranet.co.ccc.edu/finance/procurement_forms.asp) Prices obtained through informal competitive bidding may be used for the period stated in the quotation, or for 90 days, whichever is shorter.

All purchases requiring bids must be summarized on a bid recapitulation (bid recap sheet and attached to the purchase requisition. The bid recapitulation sheet can be downloaded from the CCC intranet. The web address is [http://intranet.co.ccc.edu/finance/procurement\\_forms.asp](http://intranet.co.ccc.edu/finance/procurement_forms.asp) . The solicitor of bids must sign the recap sheet. At least one of the three quotes must be obtained from a certified minority or woman owned business (MBE or WBE). Prior to submittal to the Business Office or District Office department designee, the bid recap must be faxed to the Office of M/WBE Contract Compliance for review and approval. Lists of certified M/WBE vendors can be acquired from both the CCC intranet (<http://webapps.co.ccc.edu/mbewbesearch>) and the CCC internet website ([xxx.ccc.edu](http://xxx.ccc.edu)) or the Office of M/WBE Contract Compliance.

Once the above process is completed, the Business Office or District Office department designee will prepare and issue the purchase order to the lowest responsible bidder for purchases up to \$5,000. The Department of Business and Procurement Services will issue the purchase order to the successful vendor for purchases in excess of \$5,000 and greater.

**Purchases in excess of \$10,000:** Formal competitive bidding is required. Formal competitive bidding requires that the initiating department prepare written specifications describing the required goods or services. The specifications shall be reviewed by the Department of Business and Procurement Services to ensure that the specifications are complete and in the proper form. Specifications shall be prepared as objectively as possible, so that the advantage provided to any particular vendor is based on the appropriateness of that vendor's product.

### 1.03 FORMAL COMPETITIVE SELECTION

In accordance with State Law, all single purchase's exceeding \$10,000 requires competitive bidding. The methods for competitive bidding will be determined based on the commodity requested.

A Sealed Bid is a competitive bidding process whereby the college or department knows exactly what they want and are therefore looking for the best possible price. The description of the goods or services may be either performance based or product based. Performance-based specifications describe the goods needed by detailing the performance required of the goods. For example, specifications for a calculator would list all the mathematical functions that the calculator must perform. Product-based specifications describe the goods by identifying a specific product which would be acceptable, and requesting a price on that item or its equivalent. For example, calculator specifications might include prices on Texas Instruments Model TI-1795, or its equivalent. When product specifications are used, a bid on an equivalent product must include specifications demonstrating that the goods bid are substantially equivalent. The terms of the purchase may include payment terms, prevailing wage requirements, bid-deposit requirements, women business enterprise ("WBE") requirements, and minority business enterprise ("MBE") requirements. (WBE's and MBE's are businesses wholly or partly owned by women or minorities.). The Department of Business and Procurement Services will determine which conditions are required for particular purchases, and include the appropriate terms in the specifications. The Office of M/WBE Contract Compliance will determine the vendor's adherence to the Board approved Participation Plan. Sealed Bids are publicly opened on the due date. The award is based on the lowest responsible and responsive bidder that meets all specifications of the bid. Justification must be provided and approved by the Chancellor, President or Vice Chancellor if the low bidder is not accepted.

Request for Proposal ("RFP") is a variation of the sealed bid process where price is not the only consideration. This may be used where matters of service, maintenance, or non-price issues are of paramount importance. The criteria that will be considered for evaluating the proposal must be detailed in the bidding documents. Recommendation for award is based on the highest ranked firm(s). The proposals are not publicly read aloud.

All competitive bidding documents are distributed by the Department of Business

and Procurement Services for public advertising. The selection of the responsible bidder is conducted by the user department in conjunction with Procurement Services prior to submittal to the Board of Trustees for approval. With all RFP's, written evaluations completed by the evaluation committee must be submitted to Procurement Services to become part of the contract file.

In accordance with State law, an advertisement announcing the goods sought, the availability of bid specifications, and the bid opening date, time and place must be placed a minimum of ten days before the bid opening in a local newspaper such as the Chicago Sun Times, LaRaza, the Chicago Daily Defender, and appropriate minority and women-owned business assist agencies. Following the advertisement, the newspaper will send the Department of Business and Procurement Services a letter verifying that the advertisement was published. The letter will be retained in the Department of Business and Procurement Services files.

On the day that the advertisement appears in the local newspaper, at the discretion of the Department of Procurement and Business Services in conjunction with the user department, notice of bid availability will be sent to the registered vendor's in the CCC database for the specific category or commodity. Vendors may be included on the bidder's list by completing a vendor's application form and filing it with the Department of Business and Procurement Services. The list of bidders is available for public examination upon 24 hours notice to the Department of Business and Procurement Services.

Specifications shall be available in the Department of Business and Procurement Services during the time between the placement of the advertisement and the bid opening. The deadline for receipt of bids will be a minimum of ten working days after the advertisement appears. If the District determines that a substantive change in the bid specifications is required after the bid specifications are distributed but before the bids are due, an addendum will be sent to all bidders stating the change. The number of bid copies for submittal and due dates will be addressed in the bid specification. All bids must be sealed by the bidder and must be opened by a staff member in the Department of Business and Procurement Services no earlier than the tenth working day after the advertisement. All bids, excluding RFP's, are opened in public and the contents of the bid read aloud at the time and place advertised. Any bid arriving after this time will be returned unopened to the bidder.

A bid deposit of 5% of the bid may be required on all purchases of goods and nonprofessional services exceeding \$20,000. This will be determined by the District Director of Procurement & Business Services. The bid deposit may be in the form of a certified check or a cashier's check in the required amount, a letter of credit, or a bid bond. The bid deposit requirement may be waived by the Vice Chancellor for Finance if it is in the best interest of the District to do so. Bid deposits submitted by unsuccessful bidders are returned approximately 20 days

after the bid is awarded. The successful bidder's deposit or bond is kept until the goods are delivered, or the services fully performed.

#### 1.04 DETERMINING THE LOWEST BID FOR SEALED BID SOLICITATIONS

The lowest bid may be determined either by the price of individual items, or by the total price for all items specified. When prices for several items have been solicited, and different vendors have provided a low bid on individual items, the purchase may be made either from the lowest bidder for each individual item, or from the vendor who made the lowest total bid for all the items specified.

Alternate bids that conform to the specifications may be considered, or technically disqualified. If a low bid is disqualified for failure to comply with specifications, a justification describing the noncompliance must be prepared and maintained on file. A Board Report recommending the purchase from the bidder(s) offering the lowest individual or total price for a product must be submitted to and approved by the Board prior to any purchase.

#### 1.05 ANNUAL OR PERIODIC PURCHASE ORDERS

In order to minimize delay and encourage effective planning, prices for goods/services that are purchased regularly should be determined in advance of the purchase. In such cases, the college or the department must make an approximation of the type and the quantity of goods to be purchased during the specified time (not to exceed one year). Bids providing unit prices for such goods should be obtained using the procedure appropriate for the total amount to be purchased during the period. Once the low bid is determined and the necessary approvals obtained, a purchase order for the total amount of the estimated purchases may be issued to the vendor.

Board approval for such purchasing commitments is required if the District-Wide total planned expenditure for a single vendor exceeds \$10,000.

#### 1.06 BOARD REPORTS

All purchases from a single vendor exceeding \$10,000 during a fiscal year must be approved by the Board. The Board Report shall include the reason for the purchase, a brief description of the procedure used to select the vendor, a description of the goods being purchased, the purchase price, the budgeted account number and the fund name from which the purchase is to be made.

If the lowest price bid is not selected a justification explaining the reasons for the rejection must be prepared and maintained on file. The explanation must provide sufficient technical detail to justify the rejection of the low bid.

All Board Reports from the Colleges and District Offices that are for goods or



services over \$10,000 must be submitted to the Department of Procurement Services for approval prior to review by the General Counsel and placement on the agenda for the Board of Trustees consideration. Failure to do so will delay approval of the purchases.

The following steps are required with all Board Reports submittals:

- 1) Initiating campus/department must enter a requisition to pre-encumber the funds for the purchase being requested. Unless approved by the District Director of Business and Procurement Services and District Director of Budgeting.
- 2) Initiating campus/department must complete a Board Report Routing Form for each submittal.
- 3) Initiating campus/department must email the draft of the Board Report to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu) by due date.
- 4) Initiating campus/department must deliver a copy of the Board Report Routing Form with signatures of the President or Vice Chancellor and the Executive Director of Business, Administrative and Auxiliary Services and a copy of the Board Report with all appropriate supporting documentation to the attention of District Director of Business and Procurement Services.

#### 1.07 EXCEPTIONS

All purchases and contracts in excess of \$10,000 must meet the formal bidding requirements as stated in Section 1.03 of this manual. Some purchases and contracts are excluded from formal competitive bidding. Although a purchase and/or contract is excluded from formal competitive bidding, Board authority must be obtained for any purchase and/or contract that exceeds \$10,000 – except for Exception J – see below – this is within the Chancellor’s authority. Items A through O (below) are exceptions to the general requirement that purchases in excess of \$10,000 must be procured pursuant to a formal competitive bidding process. Exemption from the formal competitive bidding procedure does not exclude bids and proposals from complying with the Board approved M/WBE Contract Compliance Participation Plan.

While the items listed below are exceptions to the formal competitive bidding process, it is highly recommended that all purchasers perform due diligence in describing a comprehensive scope of services and obtaining the best price.

- A. Contracts for services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;

- B. Contracts for the printing of finance committee reports and departmental reports;
- C. Contracts for the printing or engraving of bonds, tax warrants and other evidence of indebtedness;
- D. Contracts for materials and work which have been awarded to the lowest responsible bidder, and due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
- E. Contracts for the maintenance or servicing of or provision of repair parts for, equipment that are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- F. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;
- G. Contracts for duplicating machines and supplies;
- H. Contracts for the purpose of natural gas when the cost is less than that offered by a public utility;
- I. Purchases of equipment previously owned by some entity other than the district itself;
- J. Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure that does not exceed \$15,000 and not involving a change or increase in the size, type, or extent of an existing facility.
- K. Contracts for goods or services procured from another governmental agency;
- L. Contracts for goods or services which are economically procurable from only one source such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph;
- M.. Where funds are expended in an emergency and such emergency expenditure is approved by the Chairman of the Board or his designee.
  - 1) \$10,000 and less

The requirement that multiple prices be obtained in advance of a purchase may be waived in cases in which either damage to life or to property could result from the delay caused by soliciting prices, or there is a major disruption of the operation and maintenance of the District. Purchases are to be considered emergencies if one of the following conditions apply: (a) when the District likely would be determined liable for an injury that may occur or for health that may be impaired if action is not taken to remediate the problem quickly, (b) when immediate repair is needed to protect against further loss or damage to property, or (c) when immediate action is necessary to avoid disruption of programs or services. Further, all emergency procedures and transactions must be well documented in writing. In all such cases, the college president, the vice chancellor, or the chancellor must approve a request for an emergency purchase prior to authorization of the expenditure.

2) Over \$10,000

When considering emergency purchases in excess of \$10,000 without competitive formal bidding, such purchases are to be considered emergencies if one of the following conditions apply: (a) when the District likely would be determined liable for an injury that may occur or for health that may be impaired if action is not taken to remediate the problem quickly, (b) when immediate repair is needed to protect against further loss or damage to property, or (c) when immediate action is necessary to avoid disruption of programs or services. In cases where the emergency expenditure will exceed \$10,000, the Chancellor will obtain verbal approval from the Chairman of the Board. Subsequent Board confirmation of any emergency expenditure shall be obtained at the next scheduled Board meeting and must be approved by 3/4 of the members of the Board. Further, all emergency procedures and transactions must be well documented in writing, describing the nature and reasons of the emergency (i.e., who, what, when, where and why, and how much). The Department of Procurement and Business Services will develop and maintain files for emergency purchases over \$10,000. This file will include all the supporting documentation to justify the nature and circumstances that led to the emergency expenditure. Subsequent Board action confirming that the expenditure was justified on an emergency basis should be a part of that file.

O. Other Exceptions

The Chancellor or his designee may approve other purchases which are exempt from the formal bidding process if purchased in amounts less than \$10,000.

The following exceptions do not require Board approval however; monthly informational reports will be made to the Board summarizing these types of expenditures:

- 1) Postage purchases;
- 2) District-wide professional membership dues;
- 3) Required costs associated with accreditation and/or recognition visits;
- 4) Student educational trips;
- 5) Conferences that include all associated cost;
- 6) Expenditures procured through the various purchasing consortiums.

P. Acquisition of Insurance

Acquisition of employee health insurance, employee life insurance, property and casualty insurance, and other types of insurance is specifically exempted from the formal bidding requirements. These products will be evaluated for acquisition based on availability of coverage, price, and the rating of the insurance company.

1.08 MINORITY AND WOMEN PARTICIPATION ON CONTRACTS AND AGREEMENTS FOR GOODS AND SERVICES

Compliance with MBE or WBE requirements will be considered in determining whether the bidder or proposer is responsible. When comparing proposals for a contract, the proposed level of M/WBE compliance shall be one of the deciding criteria. A bid or proposal may be deemed non-responsive in the following circumstances:

- A. After the contractor has been given an opportunity to cure technical deficiencies dealing with requested clarifications of Schedule A and/or Schedule C of the Participation Plan and has failed to respond appropriately.
- B. When a bid or agreement packet is not in compliance with CCC's Participation Plan and no request for a waiver has been approved, and the bid or proposal contains an insufficient level of MBE or WBE participation.
- C. The contractor provides false or misleading information in its bid or proposal, or in supplements to its bid or proposal regarding M/ WBE information.
- D. When the bid packet (Schedules A and C) contain non-certified MBE or

WBE vendors representing certified subcontractors.

1.09 INELIGIBLE BIDDERS/CONTRACTORS

A file must be established by the Department of Business and Procurement Services to document ineligible bidders/contractors. The file must identify the nature of the bidders/contractors failure to satisfactorily complete a contract. It is necessary that all correspondence to the bidder regarding non-performance on the contract be included in the file and copies forwarded to the legal department. Failure to successfully perform on an awarded contract is sufficient to conclude that a bidder is ineligible.

Bidders can only be declared ineligible after information has been documented, reviewed and verified by the Department of Business and Procurement Services. This will result in the vendor being removed from the bidders list and unable to bid on future contracts for a period of one (1) year.

1.10 NON-RESPONSIVE BIDS

A bidder may be considered non-responsive for failing to complete and submit all contract documents, failing to provide signatures on bid proposals and/or failing to provide bid deposits on contracts.

1.11 RECEIVING PROCEDURES – District Office

The Mailroom personnel will receive the requested goods at the dock. The mailroom personnel should match the items listed on the packing slip to the actual items received. The mailroom personnel will deliver the items to the appropriate department. The department requestor will receive the items into the financial management system via the receiving panels with the appropriate purchase order number.

All fixed asset identified items must be tagged and properly recorded.

1.12 RECEIVING PROCEDURES – Campuses

The storekeepers/receiving personnel should match the items listed on the packing slip to the actual items received. The storekeeper/receiving personnel should verify the purchase order number on the packing slip. The storekeeper/receiving personnel must receive the items into the financial management system via the receiving panels with the appropriate purchase order number.

All fixed asset identified items must be tagged and properly recorded.

### 1.13 JOINT PROCUREMENT

In addition to other procurement methods authorized by the Board it has been determined that it is advantageous to the District through the use of joint procurement for the following circumstances:

- A. Contracts awarded by agencies of the State of Illinois, if such contracts permit this practice;
- B. Contracts awarded by other units of local government, if such contracts permit this practice;
- C. Orders placed under United States General Services Administration schedules, in accordance with applicable federal regulations;
- D. A Request for Proposal ("RFP") issued jointly with one or more other units of local government. All such jointly issued RFP's must clearly state that each unit of local government is only responsible for the payment of items and services that it orders, with no joint responsibility among the units of local government. The Chancellor or designee is authorized to represent the Board in connection with the preparation and issuance of any joint RFP's.

In addition to the above, all joint procurements over \$10,000 will require Board approval as per Section 1.06.

### 1.14 INDIRECT PARTICIPATION OF CERTIFIED MBE/WBE VENDORS

Vendors will be required to demonstrate that the proposed M/WBE direct participation represents the maximum achievable under the circumstances. After such a demonstration is presented, in writing, with the bid/proposal then indirect participation will be considered. Indirect participation involves certified MBE or WBE vendors who provide goods and/or services to the prime vendor outside of the proposed project being considered. Validation of indirect participation is to be made by providing a copy of each vendor's current certification document(s).

### 1.15 COMMITMENT TO HIRE STUDENTS/GRADUATES PROGRAM

As a part of the submission of a bid or proposal, where appropriate, the vendor should indicate their willingness to commit to hiring or creatively including one or more students or graduates by filling out Schedule D – Revised form that is a part of certain bids or proposal packets. It is expected that those vendors interested in doing business with the CCC will want to support the primary purpose of the District and its students. That primary purpose is the successful

transition of students from the classroom to the present and future workforces. Therefore, it is expected that those vendors willing to consume public funds will show their support for the academic mission of the CCC by hiring or creatively including our students or graduates in their proposed bid or proposal.

2.00 **RULES FOR THE SELECTION OF PROFESSIONAL SERVICES CONSULTANTS**

2.01 **ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES**

A. **Federal Requirements**

In the procurement of architectural, engineering and land surveying services and in the awarding of contracts or professional service agreements, the District will comply with federal law and regulations and take all necessary steps to adopt federal rules, specifications, policies and procedures to remain eligible for federal aid.

B. **Public Notice**

Present provisions of law notwithstanding, in the procurement of architectural, engineering or land surveying services, the District when utilizing architectural, engineering or land surveying services shall permit firms engaged in the lawful practice of their professions to annually file a statement of qualifications and performance data with the District. Whenever a project requiring architectural, engineering or land surveying services is proposed for the District, the District shall:

- 1) Mail a notice requesting a statement of interest in the specific project to all firms who have a current statement of qualifications and performance data on file with the Department of Procurement and Business Services having participated in a pre-qualification solicitation.

**Selection procedure**

The evaluation committee shall evaluate the firms submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time and budget requirements, location, workload of the firm and any other factors the District may determine are applicable. The evaluation committee may conduct discussions with and require public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project and ability to furnish the required services.

When formal bids responses are received by the Department of Procurement Services, a copy of each response will be sent to the Office of M/WBE Contract Compliance to determine their adherence to CCC's M/WBE Contract Compliance Participation Plan.

On the basis of evaluations, discussions and presentations, the District shall select no less than 3 firms which it determines to be the most qualified to provide services regarding the specific project. The Department of Procurement and Business Services in conjunction with the user department shall then contact the firm ranked most preferred and attempt to negotiate a contract at a fair and reasonable compensation, taking into account the estimated value, scope, complexity, and professional nature of the services to be rendered. If fewer than three firms submit letters of interest and the District determines that one or both of those firms are so qualified, the District may proceed to negotiate a contract pursuant to this Section (Selection Procedure) and Section 2.00 (E) below (Contract Negotiation).

D. Request for Waiver from Compliance with CCC M/WBE Participation Plan

If a bidder/proposer is unable to identify certified MBE and WBE vendors to perform sufficient work to fulfill the MBE or WBE percentage goals for the proposed contract or agreement, and there are no indirect participating vendors, the bid/proposal must include a written request for a waiver from compliance from the CCC Participation Plan. Please note that a request for a waiver is not an automatic approval of the requested waiver. The request is to be addressed to the Office of M/WBE Contract Compliance. The approval of the requested waiver comes as a result of a recommendation from the Office of M/WBE Contract Compliance to the Chancellor for approval. The recommendation for approval of the requested waiver will be based on: (a) supporting documentation demonstrating the bidder/proposer's inability to obtain sufficient certified MBE and/or WBE vendors, (b) good faith attempts to achieve such participation.

E. Contract Negotiation

The District shall prepare a written description of the scope of the proposed services required as a basis for negotiations and shall negotiate a contract with the highest qualified firm at compensation that the District determines to be fair and reasonable. In making this decision the District shall take into account the estimated value, scope, complexity and professional nature of the services to be rendered.

If the District is unable to negotiate a satisfactory contract with the firm that is most preferred, negotiations with that firm shall be terminated. The District shall then begin negotiations with the firm that is next preferred. If



the District is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be terminated. The District shall then begin negotiations with the firm that is next preferred.

If the District is unable to negotiate a satisfactory contract with any of the selected firms, the District shall re-evaluate the architectural, engineering or land-surveying services requested, including the estimated value, scope, and complexity and fee requirements. The District shall then compile a second list of not less than three qualified firms and proceed in accordance with the above provisions.

## 2.02 OTHER PROFESSIONAL SERVICES

In the procurement of and in the awarding of contracts for professional service, the District may comply with federal law and regulations and take all necessary steps to adopt federal rules, specifications, policies and procedures.

The same policies will apply as with the Request for Proposal process mentioned in Section 1.03. All professional services that are state exempted will be formally bid at the Board of Trustees discretion.

## 2.03 AGREEMENT PROCESS

All services \$1,000 and over require an agreement. All requests for agreement must be approved and submitted in accordance with the Contract Forms available through the intranet under the Office of General Counsel.

The Executive Directors are designated as the college final signatory before the contract package is sent to the General Counsel, the Vice Chancellors must designate their respective designees.

## 2.04 REPORT OF PROFESSIONAL SERVICES CONTRACTS TO THE BOARD OF TRUSTEES

The Chancellor shall submit, for the information of the Board, a monthly report identifying all consultants who have performed services for the District during the previous month. The report will include the name of the college or department for which the consultant was retained. The report will also briefly list the nature of the services rendered, the amount charged, and the amount paid to the consultant during either the fiscal year or the contract period.

## 2.05 REPORT OF THE DISTRICT'S M/WBE COMPLIANCE TO THE BOARD OF TRUSTEES

The Office of M/WBE Contract Compliance shall prepare a quarterly and annual report to the Board of Trustees concerning the status of CCC's ability to be in

compliance with its Board approved M/WBE Contract Compliance Participation Plan. This report shall consist of: (a) each business unit's total amount of dollars spent on contracts with opportunities for MBE or WBE participation, (b) the amount of dollars spent and the percentages used on MBE and WBE vendors, (c) the amount of dollars spent and percentages used with vendors residing within the city limits of Chicago, and (d) analysis figures comparing the current fiscal year with figures from previous fiscal year.

### **3.00 GUIDELINES FOR LEGAL COUNSEL**

Legal services are professional services and exempt from competitive bidding requirements unless the District elects to use a competitive bid procedure in accordance with Section 2.02 above. Because of the nature of Legal Services, special responsibilities and guidelines for engagement, billing and accountability are required as follows:

#### **3.01 POLICY**

City Colleges of Chicago ("CCC") and its Legal Counsel must cooperate to provide legal services to the CCC, its officials, employees, agents and departments. With an award of a Professional Legal Services Contract and acceptance of cases or assignments, Legal Counsel agrees to follow the CCC's guidelines for Legal Counsel set forth in this document. Waivers to these guidelines must be obtained in writing from the General Counsel and must identify the specific of the guideline that is to be modified. CCC reserves the right to modify these Guidelines for Legal Counsel at any time.

#### **3.02 LEGAL-FEE GUIDELINES**

CCC is a public institution that provides essential services to the citizens of Chicago. All law firms hired by the District are expected to propose ways of maintaining high-quality legal services while keeping costs as low as possible. Therefore, it is expected that CCC will be billed at rates lower than those charged to private clients.

Law firms that are selected to provide legal services for CCC must enter into an agreement with the District prior to providing the services. The agreement will include a general description of the work to be provided, and a fee schedule that includes all costs the District will be charged.

The District's legal needs are diverse. Therefore, billing rates will vary. For some types of legal services, rates of \$75-\$150 are appropriate; for others rates of \$250 or more are appropriate. In extraordinary cases, fees that exceed \$250 may be justifiable. Average hourly fees for a particular firm will be limited to \$250. An average hourly rate that exceeds \$250 must be approved by the Chancellor.

### 3.03 STATUS REPORTING

Within seven (7) working days of the receipt of a case or an assignment, Legal Counsel is required to acknowledge the acceptance of the case or assignment in a letter directed to the General Counsel. The acknowledgement letter must contain the name of the responsible partner, one associate and paralegal to be assigned to the case or assignment from the list of authorized professionals submitted by your firm to CCC. The acknowledgement letter must outline the activities to be performed by Legal Counsel within the first ninety (90) days and provide a preliminary budget for those activities. Within ninety (90) working days, thereafter, Legal Counsel is required to complete and forward the attached CCC Legal Counsel Status Report. Completion of the Legal Counsel Status Report provides CCC with an immediate evaluation and a proposed budget for the first year of the case or assignment. Interim status reports in letter form are to be submitted every sixty (60) days and should briefly update the information contained in the Legal Counsel Status Report even if there has been no activity. Legal Counsel is required to update all areas contained in the Legal Counsel Status Report on an annual basis.

As information becomes available, Legal Counsel will report all significant events directly impacting the liability and damages aspect of the case or assignment. Significant events include depositions, witness interviews and court appearances. Depositions are to be briefly summarized in letter form and must include your or the firm's impression of the witness, effect upon the case or assignment, effect on the CCC's strategy and recommendations for future activities.

Legal Counsel is required to forward to CCC all significant pleadings and motions filed on behalf of CCC or directly impacting the CCC, Answers to Interrogatories, medical record and deposition summaries, documents disclosing expert witnesses and correspondence directed to CCC officials, employees or agents. Insignificant pleadings, discovery, documents and correspondence are not to be forwarded to the CCC.

Legal Counsel is to notify the General Counsel of all settlement conferences or trial dates as soon as the date is set. A representative from the General Counsel is to attend all settlement conferences. CCC reserves the right to negotiate all settlements.

At least six (6) months prior to trial, Legal Counsel is to submit a detailed evaluation of the liability and damages aspect of the case or assignment, including potential settlement amounts and verdict awards. Prior to trial, Legal Counsel must obtain written authority from the General Counsel to proceed to trial. During trial, Legal Counsel is to report daily to the General Counsel.

All correspondence, significant pleadings, acknowledgment letters, Legal Counsel

Status Reports, information and documents regarding the following areas of law are to be forwarded to:

General Counsel  
City Colleges of Chicago  
General Counsel  
226 West Jackson, Suite 1448  
Chicago, Illinois 60606

3.04 PERMITTED FEES

CCC will only pay the hourly rates or flat fees arrangements which were proposed in an agreed upon in Legal Counsel's Professional Services Agreement. No rate increases will be honored during the contract period. CCC will only pay those fees demonstrating the most efficient use of the professional's time. All professional time will be billed to the nearest one-tenth (0.1) of an hour for each activity contained in the billing entry.

3.05 IMPERMISSIBLE FEES

Under the Legal Counsel's Professional Services Agreement, CCC will not pay any fees, charges and/or expenses associated with the following:

- A.. Preparing and reviewing billing entries and expense invoices;
- B. Responding to CCC's billing and expense inquiries;
- C. Responding to requests from auditors, accountants and/or insurers of CCC;
- D. Conducting legal research without prior written approval of CCC;
- E. Reviewing legal research or other work product of other billing professionals;
- F. Clerical work such as organizing files and labeling exhibits performed by billing professionals;
- G. Billings submitted for unapproved attorneys and paralegals on a file;
- H.. Travel time to depositions, meetings, hearings and trial. (CCC will reimburse attorneys for intrastate travel exceeding 25 miles one way and interstate travel at a rate of one-half (1/2) the billing rate set forth in your or the firm's Response to Request for Proposal);
- I. Attendance at continuing legal education presentations and seminars;

- J. More than one attorney attending a trial, hearing, court appearance, arbitration, deposition, meeting, or conference call, unless approved in writing by the General Counsel;
- K. Reviewing of a file to educate attorneys not assigned to handle the matter;
- L. Interoffice meetings with attorneys to discuss the status or future handling of a matter;
- M. Scheduling of meetings, depositions, motions or other file-related matters;
- N. Training of professional and/or support staff;
- O. Opening and closing file assignments to your firm;
- P. Secretarial work, work processing, staff overtime, photocopying, or faxing; and,
- Q. Organizing files, client files, and/or documents produced in discovery unless approved in advance in writing.

### 3.06 REIMBURSABLE EXPENSES

CCC acknowledges that reasonable expenses will be incurred in the prosecution and defense of matters referred to your firm. CCC agrees to reimburse your firm for the actual cost of those reasonable expenses. Copies of all invoices for reimbursable expenses are to be submitted with Legal Counsel's invoice for professional services. CCC will not reimburse your firm for any mark-ups, handling or processing charges associated with the reasonable expenses.

#### A. Overhead

CCC will not acknowledge or pay any fees, charges, or expenses associated with Legal Counsel's overhead. Overhead expenses shall include, but not be limited to, books, office supplies, conference rooms, computer equipment, periodicals, equipment rental, software, local telephone and facsimile charges, incoming faxes, case management systems, docketing charges and court access systems.

#### B. Telephone Charges/Facsimile Charges

CCC will reimburse your firm for actual charges associated with long distance telephone charges and outgoing long distance facsimile charges with proper documentation. CCC will not reimburse your firm for Local telephone charges and local facsimile charges.

#### C. Photocopies

CCC will reimburse your firm for photocopies at a rate of not more than

\$0.10 per page. All bill entries for photocopying must provide the date of service, number of copies made, the per page rate, and the total amount billed.

D. Computerized Legal Research

CCC acknowledges that issues may arise which require the use of computerized legal research. Prior to utilizing computerized legal research, Legal Counsel must obtain written approval from CCC. Charges for computerized legal research will not be reimbursed unless prior written approval is obtained.

E. Travel Expenses

- 1) CCC will pay for reasonable and necessary travel expenses provided that the travel is approved in advance in writing by CCC. Each expense must identify the nature of the expense, the date incurred, the professional incurring the expense, and the amount of the expense.
- 2) Air travel shall be by coach or economy rate. No first or business class permitted. Copies of the airline voucher must be submitted to CCC with Legal Counsel's bill.
- 3) Hotel accommodations shall be moderately priced with all hotel receipts submitted. No room service for bar, liquor or movie service shall be allowed.
- 4) Meals expenses for out-of-town travel will be reimbursed at a rate not exceeding \$35.00 per day.
- 5) Taxi, bus, rail or shuttle transportation is encouraged where cost effective and convenient. CCC will only reimburse your firm for intermediate or lower-end rental cars.

F. Express Mail/Messenger Services

CCC will only pay for Express Mail, overnight delivery and messenger services requested for and authorized by CCC.

G. Expert Witnesses and Consultants

Retaining of expert witnesses and consultants must receive CCC General Counsel's prior written approval. Legal counsel must submit a detailed expert or consultant budget setting forth the scope of services to be performed, the hourly rate of compensation, and the anticipated total of expert witness or consultant fees and expenses to be incurred.

### 3.07 BILLING POLICY

All matters shall be invoiced on a sixty (60) day basis, with the exception of final invoices which must be submitted within thirty (30) days of the final activity. A single original invoice is to be submitted to the General Counsel for review, processing and payment. Copies of invoices for reimbursable expenses are to be submitted with the original invoice for professional services. Duplicate and/or copies of invoices are not to be submitted to any other CCC department.

Each billing activity shall contain the date work was performed, the full name of the professional performing the task, actual time spent on the task to one-tenth (0.1) of an hour, the rate charged by the professional, the total cost of the service performed, and a specific description of each activity performed. All descriptions of activities performed must detail the purpose of the activity, such as court hearings, conferences, depositions, motions and research issues.

### 3.08 AUTHORIZED PROFESSIONALS

Legal Counsel is required to submit a list of partners, associates and paralegals authorized to provide professional services for CCC. A resume of the professionals' qualifications must also be submitted with the list. Only those authorized professionals may perform services for CCC. CCC will assign a particular matter to one partner and one associate from the authorized personnel list submitted by Legal Counsel and approved by the General Counsel. From time to time, CCC depending on the nature, complexity and exposure of the matter may assign matters directly to an associate of Legal Counsel. A paralegal may also be assigned to assist Legal Counsel with the matter. CCC will not compensate Legal Counsel for legal services performed by unauthorized personnel. CCC will not compensate Legal Counsel for services performed by authorized personnel on matters not assigned to those personnel. Legal Counsel may delete or add partners, associates and paralegals to the approved personnel list by requesting written authority from CCC. A resume of the professionals' qualifications must also be submitted with the request. CCC reserves the right to limit the number of professionals to perform services at one or all firms.

### 3.09 REVIEW AND AUDIT OF INVOICES FOR LEGAL SERVICES

The General Counsel shall review all invoices for legal services submitted by Legal Counsel. Payment of any invoice by CCC does not constitute a waiver of the CCC's rights to subsequently question, compromise or request repayment or future credit for any invoice previously paid.

CCC retains the right to audit, through its staff or independently, all bills or files which are or have been the subject matter of any billing in the past. Such an audit

will require the firm to produce any and all documentation which would support the billing submitted by the firm. The firm will produce any individual that has submitted billing on behalf of the firm, as well as any firm personnel who would have knowledge or information regarding any billings, and the firm shall produce such persons to answer any and all questions regarding the billings. Each firm subject to these guidelines acknowledges, without protest, that CCC may utilize either its own personnel or personnel from an outside auditing service to perform such audits.

3.10 REPRESENTATION OF CCC AND INDIVIDUALS-DUTY TO ADVISE WITH RESPECT TO CONFLICTS OF INTEREST

Legal Counsel may be engaged to represent CCC and its Trustees, Officers, Directors, Representatives and employees in their individual capacities. In those instances, Legal Counsel shall determine whether there is a potential conflict in the representation of both CCC and the individual. If such a potential conflict exists, Legal Counsel shall do all things required by the Illinois Supreme Court rules professional responsibility with respect to disclosure of the potential conflict and proper advisement to CCC's General Counsel and the individual employee.

3.11 LEGAL COUNSEL RETAINED TO REPRESENT INDIVIDUALS WHO'S INTEREST MAY BE IN CONFLICT WITH CCC

Legal Counsel retained to separately represent CCC Trustees, Officers, Directors, Representatives and employees whose interest are potentially in conflict with CCC shall maintain the confidences and other privileged communications of the individual represented and such confidences shall not be disclosed in billing invoices and status reports. Legal Counsel shall consult with CCC's General Counsel regarding modifications of the requirements set forth in these procedures to ensure that Legal Counsel's professional responsibilities to the individual are met.

CCC is a public institution that provides essential services to the citizens of Chicago. All law firms hired by the District are expected to propose ways of maintaining high-quality legal services while keeping costs as low as possible. Therefore, it is expected that CCC will be billed at rates lower than those charged to private clients.

Law firms that are selected to provide legal services for CCC must enter into an agreement with the District prior to providing the services. The agreement will include a general description of the work to be provided, and a fee schedule that includes all costs the District will be charged.

The District's legal needs are diverse. Therefore, billing rates will vary. For some types of legal services, rates of \$75-\$150 are appropriate; for others rates of \$250 or more are appropriate. In extraordinary cases, fees that exceed \$250 may



be justifiable. Average hourly fees for a particular firm will be limited to \$250. An average hourly rate that exceeds \$250 must be approved by the Chancellor.

3.12 FORM LEGAL SERVICES AGREEMENT

The following Legal Professional Services Agreement shall be used to engage legal services. The form agreement may be modified by the General Counsel with the approval of the Chancellor to meet the particular circumstances of the engagement.

***CITY COLLEGES OF CHICAGO  
LEGAL SERVICES AGREEMENT***

1. *This agreement between the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois (hereinafter City Colleges of Chicago or CCC) and \_\_\_\_\_ (Counsel) is for the provision of legal representation in the matter(s) described below and supersedes all prior oral or written agreements:*
2. *This agreement shall take effect on and shall continue until terminated or until services are completed.*
3. *Services provided under this contract shall be undertaken in such sequence and with such dispatch as to assure the cost-efficient, expeditious resolution of all matters consistent with CCC's best interests. Counsel will render expert legal services and represent CCC to the best of Counsel's ability and consistent with applicable federal, state, and local laws, regulations and ordinances, as well as with all pertinent rules of court, codes of ethics, canons and professional standards. Counsel will possess and at all times during performance maintain required licenses and certifications.*
4. *The attorneys whom it is anticipated will provide representation pursuant to this agreement, and their billing rates, are as follows:*

*Billing Rates per Hour*

Name of Attorney

Std      Disc.

- |    |       |       |       |
|----|-------|-------|-------|
| a. | _____ | _____ | _____ |
| b. | _____ | _____ | _____ |

- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_
- j. \_\_\_\_\_

*Attorneys other than those listed above may only do substantial work on CCC files with the express consent of the CCC General Counsel.*

5. *Average hourly fees (total fees divided by total hours billed) are limited to \$250 unless otherwise noted in this agreement. Whether through discounted individual billing rates, overall discounts, or otherwise, fees will be maintained within this cap. Counsel is also expected to propose ways of maintaining high quality legal services while keeping costs as low as possible.*
6. *Counsel will be reimbursed, at cost, for such out-of-pocket expenses as filing costs, witness fees, printing and copying expenses, and long distance telephone calls related to the specific services being provided. Counsel shall not be reimbursed for normal office operating expenses (e.g., clerical overtime, messenger service). Necessary travel expenses will be reimbursed in accordance with standards established for traveling expenses of CCC employee. Extraordinary expenses must be approved by the CCC General Counsel in advance, or they may not be paid.*
7. *All invoices must include the following information: description and date of the services performed, number of hours billed, persons who provided services and those persons' hourly billing rates, and an itemization of costs incurred. If any of the required information is not included in the invoice, payment will not be made until all such information is provided.*
8. *All work product materials generated or collected on behalf of CCC prior to or subsequent to this agreement which are either in the possession of Counsel or under control of Counsel, including*

*but not limited to memoranda, pleadings, documents, discovery items, notes, photographs, inspection reports, claim files, investigator's reports, books, computer information and all other such materials are the exclusive and confidential property of CCC and shall not be utilized, sold, or shared with any other party except in accordance with specific prior written directions from CCC or pursuant to discovery procedures or court orders.*

9. *CCC may terminate this agreement at any time without prior notice to Counsel, except that such termination shall not affect Counsel's right to payment for services rendered prior to the date of termination. Counsel may terminate this agreement with sufficient notice to CCC to ensure that the interests of CCC are not affected.*
10. *Counsel shall deliver all work product materials, files, and records to CCC within five working days of receipt of notice of termination of this agreement unless both parties agree that such a delivery schedule is unreasonable and agree in writing to a modified delivery schedule. The work product materials shall be delivered in accordance with the above-described terms notwithstanding any dispute between CCC and Counsel regarding fees or any other matter.*
11. *Counsel will render, upon request, any report on the status or expense of litigation needed by CCC to comply with any investigation, audit (internal or external in nature), or to comply with requests for information from insurance carriers. It is understood that in the event of such a request, time will be of the essence and Counsel will avoid the use of attorneys for the preparation of non-legal information and the performance of ministerial, non-professional functions.*
12. *Counsel will provide the CCC General Counsel and the Board with written and oral status reports on an as-needed basis within the professional boundaries of the attorney-client privilege.*
13. *Counsel will perform its services under the general supervision and direction of the Chancellor or his designee.*
14. *Counsel shall maintain professional liability insurance in amounts reasonably adequate to protect CCC from acts, omissions and negligence on the part of Counsel, Counsel's agents, or employees. Counsel shall furnish CCC with evidence of such coverage within thirty (30) days of CCC's written request.*

15. *This Agreement consists in its entirety of this document entitled A City Colleges of Chicago Legal Services Agreement.*

\_\_\_\_\_  
*Chancellor*

\_\_\_\_\_  
*Counsel*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Firm Name*

### 3.13 RENTAL OF SPACE BY CCC FOR INSTRUCTION

- A. **General Policy.** It is the general policy of the District not to pay a rental or user's fee for any space that is used for instruction. The following are exceptions to that policy:
- 1) CCC may continue to rent sites for which it has paid a rental or a user's fee prior to July 1, 1989, as long as it can demonstrate why it needs to rent such sites.
  - 2) Sites may be rented for the term of a grant or a contract.
  - 3) If adequate space does not exist at the local college campus, a site may be rented for a designated period of time.
  - 4) Rental fees for the above are based on the additional cost to the owner. For example, additional heat, janitorial service, and electricity may be paid for by CCC. CCC will not, however, pay rent to cover an apportioned share either of the owner's property taxes or of a building's maintenance. All costs included in the rental fee must be documented in writing prior to any agreement.
- B. **Approval of Rental Agreements.** All agreements to rent space for instructional programs must be submitted to the chancellor, and approved by the Board of Trustees.
- C. **Assessment of the Site.** Prior to the first class meeting at an off-campus instructional site, the program's director should do the following:
- 1) Schedule an informational meeting with an authorized representative of the agency that is providing the site. Explain the college's mission and program goals, reiterate that the college will not pay rent for the space, review the space, review all class schedules, assign instructors, decide what materials are needed, and review student-recruitment strategies.

- 2) Send a college staff member to assess the site. The staff must fill out the off-campus site-assessment form. A copy of the completed form must be kept on file at the college. Once the site has been assessed, CCC should send the agency a letter stating whether it accepts the site. If a college would like the agency to sign an agreement letter, the letter should be submitted along with the confirmation letter. Confirmation letters should include the following:

- a. An alternative starting date for classes.
- b. A statement regarding rent-free usage of the space.
- c. A statement that students will not be charged any fees by the agency for materials or services.

D. Documentation. These items should be kept on file at every off-campus site:

- 1) A letter of interest from the agency.
- 2) A completed off-campus site-assessment form.
- 3) CCC's letter of confirmation that was sent to the agency.
- 4) An agency-agreement form.

#### **4.00 THE ACCOUNTS PAYABLE POLICIES AND PROCEDURES**

##### **4.01 PAYMENT OF INVOICES FOR GOODS**

A. Payment Terms

City Colleges of Chicago payment terms are Net 30 days or terms specified in the contract whichever is later and net of all available vendor discounts. All payments are expected to be made according to the payment due date listed on the vendor's invoice.

B. Required Invoice Payment Documents

- 1) Payment Log Sheet listing all the invoices for payments; must be properly approved and signed by the Executive Director or District Office Business Officers. The log sheet is available at [http://intranet.co.ccc.edu/finance/011023\\_AP\\_Maillog2.xls](http://intranet.co.ccc.edu/finance/011023_AP_Maillog2.xls)
- 2) Original Invoices must have the signature of the Executive Directors. In the absence of the original invoice, an approved affidavit must be attached to the invoice.

- 3) Packing Slip and receiver must agree in quantities. If the Receipt Delivery Report is used in lieu of a packing slip, the signature of Executive Director or designee and District Offices designee must be affixed.

#### 4.02 PAYMENT OF INVOICE FOR SERVICES

##### A. Payment Terms..

\_\_\_\_ City Colleges of Chicago payment will be the payment terms specified in the executed contract.

##### B. Required Invoice Payment Documents.

- 1) Payment Log Sheet listing all the invoices for payments must be properly approved and signed by the Executive Director or District Office Business Officers or Designee as evidence of the review of such invoices. In the absence of the original invoices, the approved affidavit must be attached. The log sheet is available at [http://intranet.co.ccc.edu/finance/011023\\_AP\\_Maillog2.xls](http://intranet.co.ccc.edu/finance/011023_AP_Maillog2.xls).
- 2) Receipt Delivery Report is required with the signature of Executive Director, designee or District Offices designee.
- 3) Copy of fully executed agreement for services \$1,000 or greater. Copy of the independent contractor form must be submitted for services under \$1,000. For all annual or multiple year agreements, the department needs only to submit the agreement one time. Accounts Payable will keep a file of those reoccurring agreements.

#### 5.00 PAYMENT FOR TRAVEL REIMBURSEMENTS

##### A. Payment Terms.

City Colleges of Chicago payments terms will be in accordance with our internal travel policy. Reimbursement must be submitted within 30 days in order to be paid. Reimbursements received after 30 days will not be reimbursed.

##### B. Required Documents for Travel Reimbursement payments

- 1) Approved Conference Leave form with supporting documentation to support the expenditure must be attached. Estimated travel expense must be encumbered.

- 2) Approved Expense report must be submitted within 30 days following the last day of the conference. The President or Vice Chancellor must approve the expense report if the total dollars requested is in excess by 10% or \$1,000 of the original estimated cost whichever is higher per the approved Conference Leave form.
- 3) Original receipts are required. All reimbursements for meals require itemized receipts.

#### 5.01 NON-REIMBURSABLE TRAVEL EXPENSES

- A. Alcoholic beverages purchased by the traveler will not be reimbursed.
- B. Entertainment expenses including sightseeing tours will not be reimbursed. Personal expenses incurred during travel which are primarily for the benefit of the traveler and not directly related to the official purpose of the travel. Examples include the purchase of personal hygiene items, magazines, movie rentals, and other miscellaneous items.
- C. Valet Parking when self parking is unavailable.
- D. [O1]Meals without itemized receipts.

#### 5.02 REIMBURSABLE TRAVEL EXPENSE

- A. Mileage will be reimbursed for travel related to CCC meetings per the detailed guidelines at:  
[http://intranet.co.ccc.edu/finance/files/AP\\_Travel\\_Conference\\_Reimbursement\\_Form\\_01-08-09\(1\).xls](http://intranet.co.ccc.edu/finance/files/AP_Travel_Conference_Reimbursement_Form_01-08-09(1).xls)
- B. Business Meals must include original itemized receipt; business purpose; date of expense and location of the meal; name of participants and their titles or other information establishing their business relationship with the individual incurring the expenses.
- C. Miscellaneous expense will only be reimbursed for items under \$100 with valid original receipts and purpose as required by the expense report form.

#### 5.03 ACCOUNTS PAYABLE DISBURSEMENT OF CHECKS

All checks greater than \$10,000 must be signed manually by a Board approved signatory. All checks are mailed to the vendors/payees from the District Office - Accounts Payable department with the exceptions of Payroll Garnishments and items approved by the CFO for special handling.

#### 5.04 VOID AND STOP PAYMENT REQUESTS

- A. Stop payment requests for checks that are misplaced or lost must be sent via email to the Associate Director of Business Services. Replacement is processed within 5 business days from the successful confirmation of the stop payment.
- B. Void requests for checks must be sent via email to the Associate Director of Business Services. All voids are processed within 3 to 5 business days of request.

#### 5.05 ACCOUNTS PAYABLE FORMS

All forms are available on the CCC intranet

<http://intranet.co.ccc.edu/finance/accounts.asp> Please see below the inventory of the A/P Forms:

##### A. AP Direct Voucher Form

This form is used for non-PO purchase items such as utilities; pre-payments, credit memos, Imprest and Agency accounts voucher payments. At year-end the Direct Voucher ("DV") is an alternative payment request form for invoices after the mass cancellation of purchase orders.

##### B. AP Document Turn Around Times

This is a communication tool listing the number of processing days it takes for the Accounts Payable department to complete various documents received from the colleges and other District Office departments.

##### C. AP Mail Log

This is the payment request form which contains the list of invoices received, reviewed, and authorized for vendor voucher payment by the respective Business Officer's.

##### D. AP Mileage Chart

This document is a standardized chart that gives the mileage traveled between all the colleges and satellite site locations.

##### E. AP Travel Conference Expense Report

This document is used to request reimbursement for employees and approved non-employees for necessary and reasonable travel expenses incurred for authorized District business purpose.



## 6.00 **TRAVEL**

### 6.01 TRAVEL REQUESTS

- A. **Travel/Conference Request Form** – A form signed by authorized traveler acknowledging the terms and conditions of authorized CCC business travel. If expenses are to be incurred and/or paid, a travel authorization form must be approved prior to travel. A conference brochure (or equivalent detailed document) should accompany conference-related travel requests. When travel expenses are not incurred or paid for by a third party, colleges may still require that a travel authorization form be filled out. For in-District travel required for routine District business purposes, a Travel Request Form is not required.
- B. **In-District Travel** – Travel within 50 miles from home campus on official business and between CCC locations.
- C. **Out-of-District Travel** – Travel over 50 miles from home campus on official business.
- D. **Out-of-Country Travel** – Travel outside of the parameters of the United States, or its possessions or territories.
- E. **Commercial Airfare** – Lowest available airfare for all CCC staff, faculty members, students and non-employees traveling on business related on behalf of CCC.
- F. **Hotel** – The hotel where the conference is being held or the hotel(s) specified in the conference brochure (or equivalent detailed documents). Accommodations at the alternate hotels in the immediate vicinity of the conference may be considered as conference designated lodging when no vacancies exist at the recommended hotel(s) and may be reimbursed at the actual or conference rate, whichever is less.
- G. **Car Rental** – Requires prior approval signed and dated by the Chancellor, President and/or Vice Chancellor, as appropriate. CCC will reimburse the traveler for the cost of renting a compact or standard size car and for automobile-related expenses, if use of the rental vehicle is the most economical mode of transportation. Before renting a car, the traveler should consider shuttle services and taxis, particularly for transportation between conference, airport and lodging.
- H. **Mileage** – The distance between an individual's home campus and meeting location. Reimbursement is based on current IRS published rate.
- I. **Meals and Incidental Expenses (M&IE)** - The cost to supplement sustenance as well as any incidental expenses, including gratuity, laundry,

tips, etc. while in travel status. Reimbursement is calculated using daily rate in accordance with the CCC Travel Guidelines-  
<http://intranet.co.ccc.edu/finance/accounts.asp>.

- J. **Tips** - Paid in conjunction with meals are included in the meal allowance and cannot be claimed separately.
- K. **Business Related Meals** – The cost of meals for business entertainment purposes which is only allowed to staff who has authority to approve an expense.
- L. **Public Transportation** – Use of tolls, taxi, shuttle bus, limousine and streetcar to and from airports, train stations and bus terminals, as needed in order to conduct business, is classified as public transportation.
- M. **Traveler** – Every District Governing Board member, employee, non-employee and student of the College/District who is in approved travel status.
- N. **Valid Receipt** – An original proof of payment that includes sufficient detail to identify the services and/or items purchased. For airfare, car rentals, hotels and registration fees, the receipt must be in the traveler's name.

#### 6.02 APPROVAL AUTHORITY

- A. Travel for the District Board, its employees and students must be authorized by the appropriate governing authority or its designee(s). When travel expenses are not incurred or are paid for by a third party the District or College may still require that the Travel Request Form is filled out.
- B. Employees should promptly submit requests 45 days prior to attending professional meetings and/or conferences.
- C. Faculty employees must submit requests at least 30 days prior to attending the meeting or course. Approval must also be obtained from the Union Professional Development Committee, as required in Article VII M of the Board union agreement. (Page 28) Request must include a statement about how the travel will benefit the employee the College, and/or the District.
- D. Faculty and/or professional staff development courses must be approved according to the guidelines established in the Board-Union Agreement, and must relate to the study/work area of the faculty/professional staff member.

- E. The travel guidelines and travel request forms in Appendix 1 must be used and complied with at all times. All forms are available from the intranet at <http://intranet.co.ccc.edu/finance/accounts.asp>.
- F. Documentary evidence of adequate records include but not limited to original receipts, canceled checks, credit card statements or bills, to support the expenses incurred. (See IRS Publication 463:5-6).
  - 1) For example, a hotel receipt is enough to support expenses for business travel if it has all of following information.
    - a. The name and location of the hotel.
    - b. The dates stayed.
    - c. Separate amounts for charges such as lodging, meals, and telephone calls
    - d. Canceled check or Credit Card statement
    - e. The front and back of the canceled check or a credit card statement, together with a bill from the payee, ordinarily establishes the cost;
    - f. However, a canceled check or a credit card statement by itself does not prove a business expense without other evidence to show that it was for a business purpose.

### 6.03 TRAVEL EXPENDITURE

- A. CCC reimburses employees for approved expenditures. Employees will be reimbursed for travel, lodging, and meals when they attend conferences and professional-development seminars. Employees will also receive tuition reimbursement for approved courses and necessary supplies. Reimbursements for faculty and bargained for staff shall be in accordance with the provisions of the respective contract. CCC will reimburse the applicant for itemized expenditures, which he or she lists on the travel-reimbursement form. Cash advances, if requested at least two weeks prior to the trip, will be made in an amount equal to 50% of the anticipated costs of the trip excluding items prepaid by CCC. Advances should not be requested when expenses will be less than or equal to \$50.
- B. The applicant must compile the original detailed itemize receipts for all expenses (conference registration fees should be pre-paid by the college) and attach them to the travel-expense reimbursement form.

- 1) Reimbursable expenditures include lodging, meals, car rental, limousine/tax, fares, parking, tolls, and any other expenses that are necessary.
- 2) Non-Reimbursable Travel Expenditures include:
  - a. The cost of recreational activities offered at a conference, but not included in the conference fee.
  - b. Any extra cost incurred if the employee stays at a hotel other than the one designated for conference activities.
  - c. Excessive personal long-distance phone calls, alcoholic beverages, sundries, pay per view, rental movies, and gasoline for personal vehicle.
  - d. Meals without itemized receipts (credit card slips only will not be accepted).
  - e. Items used exclusively for personal use such as toothpaste, deodorant, clothing, etc.

#### 6.04 COURSE TUITION

- A. A course must be approved for reimbursement in advance. Employees should submit a description of the course to his or her supervisor. If lane advancement is sought for the course, the vice chancellor for human resources will be the final judge of the applicability of the course.
- B. Tuition is not pre-paid. The applicant must first pay the tuition and then obtain a receipt. When the course is satisfactorily completed, the applicant must present an official grade report or transcript to his or her supervisor to verify the number of credits earned.
  - 1) Course books and supplies listed in the Board-union contract may be covered, but tuition and supplies may not exceed the maximum, amount per person in accordance with the bargained for contract and Board resolution for non-bargained for employees.
  - 2) Receive up to Full Reimbursements for Professional Development  
Faculty must meet the requirements as follows according to the Local 1600 union contract July 15, 2004 through July 15, 2008, in Article IX.4a & 4b Leaves with pay on pages 72 & 73

- a. Attends a meeting as an official representative of the Colleges
  - b. Attends a meeting as an officer of the organization holding the meeting
  - c. To present a paper
  - d. Serve as member of a panel
  - e. Once the above criteria is met the approval of the College President(s) is required
- 3) Local 1600 faculty employees' professional development course(s) and tuition reimbursement requests shall be routed to the District Office Human Resources Department for approval and payment processing

#### 6.05 ATTENDANCE/COURSE COMPLETION

- A. Within two weeks after completing the travel or the course, the applicant must submit the original signed request, the completed reimbursement form, and the faculty-report form. (The report form is only required for faculty.) All three must be submitted to the President, or to the Vice Chancellor for Human Resources. All expenses must be listed, and all original receipts attached.
- B. If the report is approved, then the reimbursement form and the request form are forwarded to the business office, where the receipts and the amounts are verified.
- C. When the business office has checked the receipts and the amounts, a requisition and purchase order are prepared. The business office or District office department designee will complete an invoice log and attach the signed purchase order, reimbursement form and all supporting documentation with the original receipts and submit this to District office Accounts Payable for payment.

#### 7.00 PETTY-CASH and IMPREST FUND GUIDELINES

##### 7.01. PETTY CASH FUND

To safeguard petty-cash-fund balances, and to ensure that transactions are made in accordance with Board rules and policies, the following guidelines apply to all colleges and to the District office:

- A. Petty-cash funds are to be maintained on an Imprest basis. The amount of money in a petty-cash fund may differ from college to college, but should not exceed \$1,500. The amount of money in a petty-cash fund for District Office should not exceed \$1,500. The amount of money in a petty-cash fund should remain stable over time. The custodian should balance the fund each day to ensure that the available cash and the approved petty-cash vouchers tally.
- B. The petty-cash fund was established to reimburse employees who need to make inexpensive emergency purchases. The department head or designee is responsible for determining the specific conditions under which reimbursements may be made.
- C. Disbursements may be made for business purposes when it is impractical to pay by check and are for less than \$100.00. Appropriate disbursements would include approved emergency purchases, cab fares to and from meetings within the city that meet criteria listed in the employee-expense guidelines. Low-value office supplies are also reimbursable unless equivalent items are readily available through the approved Office Supply vendor(s).
- D. Systematic use of petty cash should be discouraged, especially for expenditures for which another reimbursement process has already been established. For example, an employee's travel expenses, or an outside contractor's charges should not be paid from the fund. A travel expense form should be submitted for travel-reimbursement requests. Payments to outside contractors should be initiated by preparing a purchase order.
- E. Employees are not allowed to use the petty-cash fund to cash personal checks or to receive personal credit advances.
- F. Petty cash disbursements are limited to \$100 or less.
- G. An employee who wishes to be reimbursed for a purchase must complete all information on the petty-cash form. Petty Cash Forms should be written in ink to prevent alteration, and be safeguarded by the petty-cash custodian.
- H. Petty-cash disbursements must be accompanied by receipts or other documentation. The petty-cash custodian will disburse funds only if the proper documentation is provided.
- I. Only the Business Manager, or an employee reporting to the Business Manager, may have custody of a college's petty-cash fund. The use of other approved custodians should be limited.

- J. An approved custodian shares the full responsibility for the fund's integrity. Also, the petty-cash custodian may not handle cash receipts from other sources. This precludes the possibility of covering petty-cash shortages by misappropriating funds.
- K. The petty-cash fund should be replenished at least by the close of each month. Doing so minimizes the risk that irregularities will go undetected for an extended time. The following steps must be adhered to:
  - 1) The petty-cash custodian should prepare a replenishment request, and attach all receipts which support employee reimbursements. If the total dollar amount of all receipts is less than the amount of the replenishment request, only the amount listed on the receipts will be replenished. The custodian will be asked to reconcile any variations.
  - 2) Petty-cash-replenishment checks should only be made payable to the petty-cash custodian. This will prevent loss through unauthorized endorsements if checks are stolen or forged.
  - 3) Petty-cash activity, like all financial activity, is subject to a review by the Internal Audit Department. The department should examine petty-cash funds periodically, and on an unannounced basis.

## 7.02 IMPREST FUND

The following guidelines are to be followed when utilizing the Imprest Fund:

- A. Items that may be paid through Imprest:
  - 1) Emergencies not greater than \$1000 (and approved by College President consistent with the CCC Operations Manual)
  - 2) Petty cash reimbursements
  - 3) Student Refunds for cash payments only
- B. Items that must **not** be paid through Imprest:
  - 1) Invoices
  - 2) Postage (except UPS pick up)
  - 3) Travel advances and reimbursements
  - 4) Tuition and tuition reimbursements

- 5) Student activity related
  - 6) Employee reimbursement (except student activity related, see 1e)
  - 7) Salary advances (except payroll corrections)
  - 8) Payment to performer
  - 9) Payment to independent contractors
  - 10) Membership, dues and subscriptions
  - 11) All Imprest reimbursement other than for bank charges should be identified by an Imprest check number. Supporting documents required by AP should be attached
  - 12) Please submit all Imprest reimbursement requests within 30 days of expenditure
  - 13) Violations of the above
- C. Any non-compliant expenditure paid from the Imprest Funds may result in the reduction of the Imprest fund balance.

## **8.0 PROCUREMENT CARD CARDHOLDER POLICY AND GUIDELINES**

The Purchasing Procurement Card Program is intended to a more efficient and cost effective alternative to make purchases. The Purchasing Card is a tool that reduces transaction costs, automates data flow for accounting purposes, and offers flexible controls to ensure proper usage.

### **8.01 PURCHASING CARD RESTRICTIONS**

- A. The use of card purchases for goods and services **must** comply with current City Colleges Board Rules. The Purchasing Card is **not** to be used for personal purchases including the following:

- 
- Cash Advances
  - Casinos
  - Computer Software (**Authorized Purchases Only**)
  - Contracts & Leases
  - Consulting Services
  - Department Stores
  - Jewelry Stores
  - Variety Stores



- 
- Drug Stores and Pharmacies
  - Furriers
  - Bars, Taverns and Nightclubs
  - Auto, Truck and Motorcycle Sales
  - Service Provider (financial institutions, insurance, etc.)
  - Personal Service Provider (barbers, health clubs, etc.)
- 

B. Purchasing card limits will be determined on a case by case basis by the Chancellor, Chief Financial Officer, President, Vice Chancellor, Treasurer or The Executive Director of Business, Administrative and Auxiliary Services.

C. All Account activity revolves around the Monthly Cycle Period that runs from the 25th of each month to the 24th of the next month.

#### 8.02 CARDHOLDER AGREEMENT

This Purchasing Card Cardholder Guide that outlines CCC's purchasing policies and procedures will be provided to each participating employee. The Cardholder Agreement and Withholding Authorization Form must be signed before a card can be issued. Cards will be revoked for misuse or non-compliance with procedures. Cards cannot be reassigned or transferred.

#### 8.03 CANCELING CARDS

Upon resignation, termination or transfer of Cardholders, the Executive Director of Business, Administrative and Auxiliary Services/ Department Head or Designee must contact the Purchasing Card Administrator who will immediately notify card provider of the cancellation of cards.

#### 8.04 CARD RENEWAL

Renewal cards will automatically be mailed to the Purchasing Card Administrator and then forwarded to the Authorizing Manager/Designee and routed to the Cardholder(s).

#### 8.05 LOST OR STOLEN CARD

Lost or stolen cards must be reported **immediately** to the card provider. Contact the Executive Director of Business, Administrative and Auxiliary Services/Department Head or Designee **and** the District Office Purchasing Card Administrator once the bank has been notified.

#### 8.06 PURCHASING CARD SECURITY

Only the authorized cardholder may use the card. Cardholders must safeguard their card and card number against misuse or fraud. Any charge not authorized by the Cardholder must be reported immediately to the card provider.

#### 8.07 PURCHASING CARD AUDIT ACTIVITY

Cardholder's card activity is subject to random audits by appropriate personnel. The random audits are to help ensure adherence to the Program's policies and procedures.

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#### 8.08 RECEIPT OF GOOD AND SERVICES

- A. The Cardholder is responsible for ensuring receipt of goods and services and will follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods.
- B. For telephone, catalog or internet orders, the vendor should be informed about our tax-exempt status. It is important that complete shipping instructions are given along with your name (e.g., college name, delivery location, street address and city, state and zip code). Request the vendor include a sales receipt in the package. Save the credit card receipt and shipping documentation.
- C. The Cardholder is responsible for keeping all original credit card slips, cash register receipts, packing slips and any other supporting documentation (acceptable documentation in lieu of the original receipt is listed below\*). Failure to provide acceptable documentation within 60 days of the purchase or issuance of credit will result in the card being placed on "hold" with the bank. No purchases may be made until the hold is removed.

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*\*Other forms of acceptable documentation:*

Printout of the confirmation (for Internet purchases)

Confirmation number (telephone purchases)

Affidavit of purchase (*should not exceed two occurrences within fiscal year*)

Written explanation of credit

#### 8.09 CARDHOLDER RESPONSIBILITIES AND PROCEDURES

- A. Purchases that are \$1,000 to \$10,000 require documentation of at least 3 quotes on a bid recapitulation sheet, one of which should be a certified MBE or WBE. (See Section 1.01 – 1.02 Purchases of \$10,000 or less) The bid recapitulation sheet can be downloaded from the CCC intranet.

The web address is:

[http://intranet.co.ccc.edu/finance/Procurement\\_Forms.asp](http://intranet.co.ccc.edu/finance/Procurement_Forms.asp)

- B. Purchase(s) in excess of \$10,000 require a formal bid (See Section 1.03 Obtaining prices for details).
- C. P-Card expenses should be supported with the original receipts along with a complete description of the service or item(s) purchased.
- D. All assets e.g., cell phones, computers, small printers, audio and visual equipment, desks, chairs, should be tagged and recorded. All purchases of assets should go through the procurement requisition and purchase order process so that they may be properly tagged.
- E. All conference related expenses require a pre-approved Travel/Professional Conference Request Form be submitted to Accounts Payable 30 days in advance for Professors and 45 days in advance for all other CCC Employees. (Airfare should be economical and the hotel choice should be the One(s) recommended for the conference).
- F. Grant guidelines should be reviewed before purchases are made with restricted funds (21000).
- G. Failure to provide acceptable documentation will result in the card being placed on "hold" with the bank. No purchase may be made until the hold is removed.
- H. \*Other forms of acceptable documentation: Printout of the confirmation (for Internet purchases), Confirmation number (telephone purchases), Affidavit of purchase Written explanation of credit

#### 8.10 DISPUTES, RETURNS AND CREDITS

Billing discrepancies can result from failure to receive goods or services charged fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc.

- 
- A. The Cardholder is responsible for following up with the vendor or bank on any erroneous charges, disputed items, or returns. The bank may ask the Cardholder to complete a Dispute Form/Statement of Questioned Item Form (included in the P-Card manual) and fax or mail the completed form to the bank. Please note on the form the reference number given by the Customer Service Representative. A copy of this form must be attached to the Procurement Card Purchase Summary by Employee ("POY8052") and submitted to Accounts Payable.

- B. The Cardholder should contact the vendor first to resolve any outstanding issues (most exceptions can be resolved this way).

If the Cardholder is unable to reach agreement with the vendor, the next step is to contact the District Office Purchasing Card Administrator who will work with card provider Customer Service to resolve the dispute.

#### 8.11 P-CARDHOLDER AGREEMENT

By participating in the City Colleges of Chicago (“CCC”) Purchasing Card Program as a Cardholder, the employee assumes responsibility pertaining to the operation and administration of the Purchasing Card Program. These responsibilities include but are not limited to the following:

- A. The City Colleges of Chicago Purchasing Card is to be used for business expenditures only. The Purchasing Card may only be used under the parameters and procedures established for the Purchasing Card Program which are detailed in “The Purchasing Card Cardholder Guide”. The City Colleges of Chicago Purchasing Card may not be used for personal purposes.
- B. The Purchasing Card will be issued in the name of the employee. By accepting the Card, the employee assumes responsibility for the Card and will be responsible for all charges made with the Card. The Card is not transferable and may not be used by anyone other than the Cardholder.
- C. The City Colleges of Chicago Purchasing Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or Account Number to have been compromised, the Cardholder agrees to immediately notify card provider and the Purchasing Card Administrator.
- D. All charges will be billed and paid directly by CCC. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the Card. This activity will include purchases and credits made during the reporting period. While the Cardholder will not be responsible for making payments, the Cardholder will be responsible for the verification and reconciliation of all Account activity.
- E. Cardholder Accounts may be subject to periodic internal control reviews and audits designed to protect the interests of CCC. By accepting the Card, the Cardholder agrees to comply with these reviews and audits. The Cardholder may be asked to produce the Card to validate its existence and produce statements and receipts to verify appropriate use.

- F. Parameters and procedures related to the Purchasing Card Program may be updated or changed at any time. CCC will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.
- G. The Cardholder agrees to surrender and cease use of their Card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. In addition, the Cardholder must surrender and cease use of the Card in the event of transfer or relocation. The Cardholder may also be asked to surrender the Card at any time deemed necessary by management.
- H. Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal. In addition, we reserve the right to institute legal proceedings to recover all amounts owed to CCC due to the Cardholder's failure to comply with the Purchasing

#### **8.12 P-CARD DOCUMENTATION REQUIRED WHEN SUBMITTING TO AP.**

- A. A Standardized Reconciliation Form must be filled out, completed and signed. (See attachment) (See <http://intranet.co.ccc.edu/finance/index.asp>)
- B. Individual credit card statement (for each cardholder)
- C. Original detailed itemized receipts
- D. PeopleSoft P-Card Purchase Summary by Employee Report.
- E. The signed pre-approval "Travel/Professional Conference Request Form" with proof of attendance.
- F. Completed and signed bid recap sheet(s) for items and/or services that's between \$1,000 and \$10,000.
- G. The Respective Manager's signature is required on the reconciliation P-card package(s) before submitting to Business Services (Accounts Payable).

#### **9.00 DISTRICT PROPERTY – RENTAL, MAINTENANCE AND DISPOSAL**

##### **9.01 POLICIES FOR THE USE OF FACILITIES BY THIRD PARTY**

- A. Usage.

Not-for-profit community, educational, civic, youth, and social organizations may use the City Colleges of Chicago's facilities once they have obtained the approval of the college president. Unless approved by the chancellor, City College's facilities may not be used by religious groups or for religious services. Organizations that use CCC's facilities must complete a standard facilities-usage agreement which must include release of claims and hold harmless clauses.

B. Fees.

Fees are based on the cost to the District to provide the required space (i.e., additional security, engineering and janitorial staffs, and additional utility costs). Fee guidelines are published annually by the Office of Administrative Services once approved by the Chancellor.

C. Insurance Indemnification.

Organizations will be required to obtain \$1 million in combined insurance for an event, if the college's president determines that the event poses an unusual risk to the District (e.g., carnivals, competitive athletic events, swimming). The Office of Finance can provide information on insurance carriers that offer such coverage. Organizations will be required to indemnify the CCC for any injury that occurs at an event for which no insurance is required.

D. Compliance with CCC Policies .

Persons who use CCC's facilities must abide by the CCC's rules and policies. Any person engaged in conduct prohibited under those rules or policies shall be subject to the appropriate sanctions, including removal or arrest. Outside organizations that use CCC's facilities must also abide by the following rules:

- 1) Special athletic equipment may not be used in the auditorium, the gymnasium, or the cafeteria.
- 2) Use of swimming pools shall not be granted to outside organizations without the written approval of the college president. The organization must provide certified life guards to supervise swimmers. Proof of insurance must be provided by any organization that uses a pool.

- 3) No materials shall be supplied to organizations (e.g., paper, art supplies).
- 4) Organizations must enforce all fire, smoking, and safety regulations.
- 5) Admission fees may not be charged by an organization unless they are approved by the College president.
- 6) The college reserves the right to cancel any agreement for the use of space.
- 7) Eating, drinking, and smoking are not permitted in theaters or auditoriums. Other activities which could cause damage to the building's equipment are not permitted on the campus. Failure to enforce these regulations may result in the immediate termination of the agreement.
- 8) Furniture may not be moved by organizations.
- 9) CCC shall not be responsible for damage to, or loss of, property brought into college buildings, nor shall it be held responsible for injuries that occur on a campus.

## 9.02 OFFICE FURNITURE STANDARDS

The Office of Administrative Services has selected furniture and seating lines designed for use in the colleges and in the District Office, as detailed below. All furniture, including accessories, should be purchased by the business/building manager of the respective facility, not by individual staff members.

A. Vice Chancellor/College President. The OFS 30/31/32 (Claybourne) furniture series offers contemporary designs in the following finishes: mahogany, medium oak, or gunstock walnut. Each piece features high-pressure laminated tops and ends, solid-oak top rail framing, and hardwood top-rail framing. Seating will be chosen from Leathercraft's office-seating line. Leathercraft chairs and sofas are available in a number of Grade A fabrics or in Softouch vinyl, a high-quality leather-like material.

- 1) Standard pieces in an office include the following:
  - executive desk, double pedestal, or single pedestal with return
  - center desk drawer (optional)
  - credenza
  - four-or two-drawer lateral file cabinet, or both

- bookcase, freestanding or mounted on top of a two-drawer file cabinet
- executive desk chair (low back or high back, nos. 9112, 9113)
- two guest chairs (sled base, no. 9346)
- display table for terminals (optional)
- table for printer (optional)

2) Choice of conference seating includes:

- round conference table with four swivel arm chairs, or
- sofa (C9130), matching lounge chair (C9137), coffee table, and end table

B. Associate Vice Chancellor/Vice President/Director. Furniture for these offices will be standardized with Steelcase (SC) product lines. Available finishes include SC no. 4686 in warm brown no. 1, with no.9201 polished chrome trim, and no. 2633 teak laminate B where applicable. Seating will come from the SC 430 Series. The president, or his or her designee, will select color coordinates for the entire facility from Grade A fabrics and materials.

1) The following are standard pieces in these offices:

- desk (SC 3200)
- credenza (SC 3200)
- open bookcase (SC 700)
- lateral or vertical file cabinets (SC 800)
- desk chair (SC 430)
- Two sled-base guest chairs or two guest chairs with casters (both SC 430)

2) Associate vice chancellors and vice presidents may also choose the following:

- round conference table (SC 4900)
- Four conference (swivel) chairs (SC 430)

C. Line Staff/Clerical-Support Staff - All work space in this category shall come from the Steelcase Series 9000 furniture-based system. The 9000's freestanding units or panel-mounted units are available with both built-in power capabilities and cable-management capabilities. The president, or his or her designee, will select finishes and color coordinates for the entire facility from Grade A fabrics and materials.

D. Reception Areas - Any area primarily designated for use by the president may be furnished from either the Steelcase seating lines, or the



Leathercraft seating lines; finishes and fabrics will be selected by the president, or his or her designee.

All other reception areas shall be furnished from the Steelcase 430 Series. The president, or his or her designee, will choose all fabrics and materials.

- E. Conference Rooms - Conference tables shall be selected from the Steelcase 8000 Series, which provides a variety of sizes, shapes, and finishes. Swivel-chair seating shall be selected from the SC 430 Series. Fabrics and finishes that are used on tables and chairs shall be standardized.
- F. Computer Furniture - The Bretford Company manufactures a wide variety of wood and metal products. The wood lines are available in a medium-oak finish for vice chancellors and presidents.

Bretford's metal products are recommended for all other personnel, and are available with plastic-laminated wood-veneer work surfaces that are comparable to Steelcase's standards.

- G. Labs and Other Training Areas - Workstations in these areas shall be chosen from the Krueger COM Series, or from the Steelcase 9000 series. The choice of either Krueger or Steelcase will depend on the relative cost of each system. Either of these product lines may be used when stationary furniture is appropriate. Both lines provide contiguous work-surface space, and are available in finishes that will match current facility standards.

For applications that require a more traditional configuration, the following computer-table manufacturers are acceptable: ACCO, Marvel, and Bretford. Information is available on specific product line, finishes, and prices from the Purchasing Department.

- H. Staff Offices - For staff, the freestanding computer tables from ACCO, Marvel, and Bretford are appropriate. More detailed information about these product lines is available from the Purchasing Department.
- I. Plants - The District will only provide plants in common areas of college buildings and in the offices of the presidents. Other individuals who want to have plants in their offices must purchase them.

### 9.03 VEHICLE MAINTENANCE

- A. Usage

- 1) All CCC's security and maintenance vehicles must be clearly marked to indicate that they are CCC vehicles. These vehicles should be used for business purposes. Anyone who knows of a vehicle that is being used for another purpose, should report the incident to the president or to the Office of Finance and Administrative Services.
- 2) A driver's log must be kept in the vehicle. The following items must be listed in the log: the name of the driver, the date, the time the driver began and ended his/her shift, and the number of miles he/she traveled.
- 3) Official parking is a reimbursable expense. Therefore, drivers will be responsible for paying any parking tickets that they receive. The driver's log will be used to track parking tickets back to their sources.

B. Maintenance

- 1) Any work that is covered by a warranty must be performed by an authorized dealer. Other work, such as tune-ups, oil changes, etc., may be done at a convenient location and with the approval of the business manager.
- 2) Any maintenance that must be routinely performed should be noted in the log.
- 3) A maintenance log should be kept in the security/plant engineering office. Entries must be made in the log whenever the vehicle is serviced. Copies of all receipts must be kept in order to prove that the services were performed.
- 4) A monthly vehicle-inspection report should be completed by the director, or his designee, and forwarded to the building-services coordinator.

9.04 DISPOSAL OF SURPLUS PROPERTY

Equipment which is no longer functional or useful may be disposed of using the following procedure:

- A. Equipment to be disposed of must be listed on an Equipment Disposal Form (Appendix 22). A description of the equipment including manufacturer and model number, CCC property control decal number, installation or purchase date, and reason for disposal must be provided for each piece of equipment. The form is forwarded to the Finance Office for final approval before removing such equipment from CCC's fixed asset inventory system.

- B. For college equipment, the college Department Head, the college Director of Business and Operational Services, the college President and the Vice Chancellor of Finance must sign the Equipment Disposal Form. For District office equipment, the Vice Chancellor of Finance and the Vice Chancellor with control over the equipment must approve the disposal.
- C. Equipment and/or items purchased with funds from federal, state and/or local grants shall be disposed of in accordance with the grant agreement or returned to the Grantor.
- D. Either the College President or the Vice Chancellor may recommend to the Chancellor for the Chancellor's approval, subject to Paragraph No. 3 above, one of the following recommendations.
- E. Public sale: Items with a fair market value of \$5,000 or greater shall be sold through a public bid process. In advance of the sale, advertisements generally describing the type of materials to be sold shall be placed in newspapers. The advertisement shall also include the time scheduled for potential bidders to examine the materials and a deadline for submission to the purchasing office of sealed bids. Bids shall be opened in public and materials sold to the highest bidder. Items for which no bids are received may be disposed of pursuant to any of the sections listed below.
- F. Informal Sale: Items with a fair market value of less than \$5,000 or items of little or no value and where the cost of advertising such items for sale may exceed the expected fair market value of revenue for such items may be sold by informal sale. No public advertisement is required. The Finance Office may negotiate the sales price of such items. The items shall be sold at the highest quoted amount.
- G. Sale to Employees, Government or Not-For-Profit Entities: Items with a fair market value of less than \$5,000 may be sold to employees or other government or not-for-profit entities.
- H. Scrap sale: Items which have little or no value may be sold for scrap value to dealers/buyers at a cost negotiated by the Finance Office for District office equipment, or by the college Business Manager for college equipment.
- I. In the event that such items are not sold, the items shall be disposed of pursuant to section (J) below.
- J. Disposal: Items which the Finance Office and the President or President's designee determine as having little or no scrap value may be disposed of in the appropriate waste container.

- K. The Finance Office will perform the necessary functions to remove disposed items from CCC's fixed asset inventory system.

INVENTORY DECAL NO	BRIEF DESCRIPTION	MODEL NO.	SERIAL NO.	CONDITION OR REASON FOR DISPOSAL

College: \_\_\_\_\_

Building: \_\_\_\_\_

## **10.00 SECURITY DEPARTMENT PROCEDURES**

This document provides the parameters within which each college security department must operate. Individual college security departments will develop additional policies or procedures that address specific concerns. Such policies or procedures, however, should be consistent with this document. Copies of all supplementary college security policies or procedures should be filed with the vice chancellor for administrative services. All changes to these operating procedures will be issued as security bulletins, and should be filed and retained in the appropriate section of this manual. College Security Director's are responsible for informing their staffs of all such bulletins.

### **10.01 PERSONNEL STANDARDS**

- A. General Policy. All decisions about security personnel are governed by the Chancellor, and must be in accordance with Board policies. All wages and salaries are determined by the Board of Trustees.
- B. Security Director s
  - 1) Qualifications

- a. Directors are selected by the president and report to the president, or his or her designee.
- b. Directors shall have experience in law enforcement and supervision.

2) Duties and responsibilities

- a. Oversee all security operations at the College, including electronic security
- b. Hire all security staff (subject to the approval of the president and the Board of Trustees).
- c. Implement security policies and procedures for the District and the Colleges.
- d. Schedule and monitor security postings for all shifts.
- e. Review all incident reports, initiate the required follow-up actions, and forward all required reports to the District Office.
- f. Conduct investigations as necessary.
- g. Assist the police and prosecutor with all crime victims and witnesses.

C. Security Supervisors

1) Qualifications

- a. The Security Director selects a supervisor from among the Security Officers. The Security Director's *nominee* must be approved by the president.
- b. Supervisors must meet all the requirements for the position of Security Officer, and must also possess leadership and supervisory experience.

2) Duties and responsibilities

- a. Report to the Security Director or to the administrator who is in charge during the Security Director's absence.
- b. Supervise all security operations during each shift and review and approve all incident reports.

c. Provide training to Security Officer s and aides.

D. Security Officer's

*Officers are part-time employees and may not work over 30 hours a week.*

1) Qualifications

- a. Two years of experience on a state or municipal police force.
- b. Good verbal and writing skills.
- c. Knowledge of all relevant state and local criminal and civil statutes.

2) Duties and Responsibilities

- a. Patrol assigned area as directed by director or supervisor
- b. Protect and assist college students, faculty, and staff members.
- c. Enforce state and municipal laws, and the rules of the Board of Trustees.
- d. Report all incidents on an incident-report form prior to completion of the shift. In the event of an arrest, complete all forms required by state or local authorities.
- e. Respond to calls for first aid and provide assistance to sick or injured people.
- f. Carry security radios if directed to do so by the director or supervisor, and use the radios to communicate with other security staffers.

E. Security Aides

*Security aides are part-time employees and may not work over 30 hours a week.*

1) Qualifications

- a. Possess a high school diploma or its equivalent.
- b. Have good verbal and writing skills.
- c. Be at least 21

d. Have no record of criminal activity.

2) Duties and Responsibilities

a. Aides serve as auxiliary staffers to the security department, and provide the following types of assistance:

i. Monitor posts inside and outside college buildings.

ii. Enforce parking regulations.

iii. Perform clerical functions.

b. Aides may not make arrests or perform any other function related to the enforcement of laws or regulations.

F. District Coordinator of Building Services

1) Qualifications.

The District Coordinator of building services must be familiar with the CCC's building operations and its security policies and procedures.

2) Duties and Responsibilities.

a. Collect, retain, and analyze all security-incident reports.

b. Coordinate housekeeping and other services.

10.02 SECURITY OPERATIONS

A. Training

1) All security staff will receive training in the following areas:

a. Security policies and procedures for the District and the Colleges.

b. Procedures for assisting disabled students and staffs.

c. Emergency building evacuation procedures.

d. Security radio operation.

e. Operation of electronic security equipment.

## B. Dress Code

- 1) Colleges may provide staffers with blazers bearing the college seal, or other appropriate attire.
- 2) All security staffers shall wear security uniforms while on duty, if required to do so by the college.
- 3) Colleges shall provide security staffers who patrol outside the building with jackets that clearly identify the wearers as college-security staff members.
- 4) Off duty law enforcement officers must keep any weapons they carry concealed, or place the weapons in gun lockers. Security staffers who are not off-duty law-enforcement officers may not carry firearms.

## C. Reporting Requirements

### 1) Incident Reports

- a. An incident report must be completed by any security staff involved in a security incident. Any additional staff member who was involved should complete a separate report.
- b. All incident reports must be completed and submitted to the security supervisor for review before the conclusion of the shift in which the incident took place.
- c. The yellow copy of all incident reports will be sent daily to the president, or his or her designee, and to the District's Office of Administrative Services.
- d. On the last day of each month, the director of security must complete a monthly summary of security incidents, and submit it to the president and to the Office of Administrative Services.

## D. Property Control

- 1) Security should direct all persons making deliveries to the receiving department. The receiving clerk should be called to the appropriate door to meet the delivery.
- 2) No equipment or furniture may be taken from the building without a property pass being shown to the officer on duty. The property pass must include the signature of the college administrator who approved



the removal of the property. The security office should retain the blue copy of all property passes.

### 10.03 ENFORCEMENT OF CRIMINAL LAWS

#### A. Policy

- 1) It is the security department's responsibility to protect CCC students, faculty, and property from violations of criminal statutes. Security Officer's, who are also off-duty police officers, have the authority to make arrests. They may do so when they have evidence that a crime has been committed. Security Officer's who are not off-duty police officers may not make arrests. They should, however, notify CCC off-duty police officers and the Chicago Police Department of any criminal activities.
- 2) CCC students, faculty, and staff members must report all violations of the law that occur at the City Colleges to the security department.

#### B. Responding to a Report of a Crime

- 1) Once security has received a report of a crime, it will investigate the incident. All information that is obtained shall be recorded on an incident report form. If security determines that any laws have been broken, the following procedures must be followed:
  - a. Notify the Chicago Police Department immediately.
  - b. If possible, Security Officer's should apprehend the alleged offender. If a person is apprehended, he or she should be kept in the security office and supervised by at least two officers until the police arrive.
  - c. Identify and interview any witnesses.
  - d. Secure the crime scene, and safeguard any evidence.
  - e. Notify the Security Director or supervisor of the crime, and accompany Chicago police officers to the police station.

#### C. Cooperation in Criminal Prosecutions

- 1) College personnel, students, faculty, and staff members are expected to assist the police in preparing charges, and to appear as witnesses in any criminal prosecution that results from an incident that occurs on

college grounds. If personnel refuse to cooperate, the president should be informed.

- 2) The Security Director is responsible for assisting the police and the state's attorney in working with all victims or witnesses.
- 3) College security personnel are required to attend any court hearing related to campus incidents in the following situations:
  - a. The Security Officer has signed a complaint.
  - b. The Security Officer is the arresting officer.
  - c. The Security Officer is required as a witness by the prosecutor.
  - d. The Security Officer is served with a subpoena.
- 4) College security staff who are required to attend any court hearing for the above-listed reasons should do the following:
  - a. Obtain prior approval from the Security Director.
  - b. Complete a court-appearance report and send a copy of it to the Security Director.
  - c. Officers will be paid for the time they must take off in order to make a court appearance.

D. Security Investigations

- 1) Investigations of criminal incidents on the college campus shall not be closed until one of the following occurs:
  - a. An arrest is made.
  - b. The property is recovered.
  - c. The incident is resolved to the satisfaction of the complainant.
  - d. All possible leads have been exhausted, or the investigation cannot move forward because of a lack of information, evidence, or cooperation by the complainant or the witnesses.
  - e. The Chicago Police Department assumes responsibility for the investigation.

- 2) Only the director of security can terminate the investigation of an incident that occurred on the campus.

#### 10.04 RESPONDING TO SICK OR INJURED PERSONS

##### A. Policy

- 1) Although security does not have medical training or expertise, the department is expected to obtain emergency medical care for injured persons and, if possible, prevent further injury.
- 2) The security office should immediately notify the Chicago Fire Department's ambulance service if the person's illness or injury appears to be serious. The fire department should also be notified if the person requests the security office to do so. The security office should then dispatch a security staff member to the building entrance to meet the ambulance, and escort the emergency medical staff to the location of the sick or injured person.
- 3) A Security Officer should remain with the sick or injured person until the paramedics remove the person from the college.
- 4) The incident report completed by the officer should include the following: the name of the injured person, a description of the sickness or the injury (including the circumstances surrounding it), the ambulance number, the names of the paramedics, and the name of the hospital to which the person was sent.
- 5) If it is possible to do so, the officer should notify the sick person's family. If relatives are notified, this information should be documented in the incident report.

#### 10.05 ENFORCEMENT OF PARKING REGULATIONS

##### A. Policy

Security departments are responsible for enforcing parking regulations. Regulations may vary among colleges. However, all colleges with parking facilities should provide parking stickers to faculty and staff members who present their vehicle's title or their registration cards.

##### B. Procedures

- 1) When violations of parking regulations are observed by security, the vehicle in violation of the regulation may be ticketed with a CCC parking ticket, or a violation sticker may be affixed to its side window.

- 2) When violations of Chicago parking ordinances are observed by Security Officer s or aides they may also:
  - a. Request that a Chicago Police Department beat car be dispatched to the parking lot.
  - b. Inform the police officer of the violation, and sign a complaint form.
  - c. Complete a CCC security-incident report if the police officer issues a citation.
- 3) Towing of Vehicles
  - a. Parked vehicles that block college entrances and exits, including driveways and parking lots, may be towed. The College may also tow abandoned vehicles, or vehicles that have been cited repeatedly by the Chicago Police Department for parking violations.
  - b. The on-duty administrator must authorize all requests made by the security department to tow a vehicle. Before a request to tow a vehicle is submitted, an attempt should be made to contact the owner of the vehicle, and to solicit his or her cooperation to move it.
  - c. A security incident report must be completed before a vehicle can be towed from the premises. The incident report should state why the vehicle was towed, the location from which it was taken, whether the owner was notified, and the name and location of the towing company.

#### 10.06 RESPONDING TO AN EMERGENCY

##### A. Emergency Response Procedures.

All Security Personnel must be familiar with the Emergency Response and evacuation procedures adopted by the College or facility to which they are assigned in accordance with Section 10.00 of this Manual.

##### B. Reporting a Fire

- 1) After a person reports a fire on the college campus, security should immediately take the following action:

- a. Activate the building's fire alarm.
  - b. Call the Chicago Fire Department to report the nature and location of the reported fire.
  - c. Dispatch a Security Officer and an engineer to the location of the alleged fire to determine whether there is any evidence of one.
  - d. Follow the college's emergency evacuation procedure to evacuate the building.
- 2) If the fire activated an automatic alarm, the following steps should be taken:
- a. A Security Officer should be dispatched to the door where the fire department will arrive, and direct the fire fighters to the fire.
  - b. The security supervisor should obtain the name of the ranking on-the-scene fire-department official, the truck and engine numbers, the fire fighter's time of arrival, and the time when the fire is extinguished.

C. Bomb Threats

- 1) If a bomb threat is received over the telephone, the person who answers the phone should write down the caller's exact words and try to obtain the following information.
- a. The date and the time of the call
  - b. The number called, any extension requested, and the name of the person with whom the caller wished to speak.
  - c. When and where the alleged bomb will be detonated.
  - d. The size of the alleged bomb.
  - e. The sex, the age, and any accent of caller.
  - f. The reason why the bomb was planted.
  - g. The name of any organization to which the caller belongs.
- 2) Written bomb threats should immediately be given to security.

- 3) The person receiving the threat should notify the security supervisor immediately. The Chicago Police Department should be notified thereafter by the security supervisor.
- 4) The President or the on-duty administrator should be notified of the threat.
- 5) Once a bomb is located on the premises, only the president or the on-duty administrator may authorize the building's evacuation.
- 6) All radio activity should cease.
- 7) The building should be evacuated.
- 8) If a bomb is found, the police and fire departments should be notified immediately.

#### **10.07 IDENTIFICATION CARDS**

##### **A. Students**

- 1) The security office, or any other office designated by the college's president, shall provide all registered students with a college identification card. Lost identification cards may be replaced for a fee of \$5.00.
- 2) All fees are payable to the college's business office. Any changes that are made on identification cards require a \$5 fee.
- 3) Student identification cards shall be issued during the first two weeks of each semester, and as required during the semester.

##### **B. Faculty and Staff Members**

- 1) Full- and part-time faculty members who teach college-credit courses or adult learning skills programs shall receive identification cards.
- 2) The president shall determine whether identification cards must be displayed by students and staffers while they are on the college campus.

#### **11.00 EMERGENCY RESPONSE PROCEDURES**

##### **11.01 REPORTING FIRES AND OTHER BUILDING EMERGENCIES**

Security should immediately be notified if there is any threat to persons or to property. Failure to notify security of an emergency may be grounds for disciplinary action. The Chicago Fire Department should be notified of any fire, regardless of its size. The fire department can be reached by calling 911 on any telephone with off-campus capability, by calling security, or by pulling any fire alarm.

#### 11.02 NOTIFICATION OF COLLEGE BUILDING EMERGENCIES

If a problem occurs in the building that may place the occupants in danger, cause damage to the building, or threaten persons or property in the vicinity of the building, the following actions should be taken by the administrator in charge, or the engineer if no administrator is on duty:

If a problem occurs in the building that may place the occupants in danger, cause damage to the building, or threaten persons or property in the vicinity of the building, the following actions should be taken by the administrator in charge, or the engineer if no administrator is on duty:

- A. The president should be notified. If the president is not available, the College's vice president should be notified.
- B. If the vice president is not available, the College's business manager should be notified.
- C. The Vice Chancellor for Administrative Services should be notified. If the problem threatens the safety of persons, or threatens serious damage to the building, the chancellor should be notified.

The Office of Administrative Services will regularly provide an up-to-date list of the home telephone numbers of all the aforementioned employees.

#### 11.03 NOTIFICATION OF INCIDENTS ON CAMPUS

In case of an incident on a college campus involving a death, a serious injury, or a the following actions should be taken:

- A. The Office of the Chancellor should be notified.
- B. The Marketing/Public Relations Department should be notified, and all press inquiries referred to that department.

#### 11.04 COLLEGE CLOSINGS

If a college must be closed, the following actions should be taken:

- A. The college's president must obtain the approval of the chancellor prior to closing the college, unless students or staff members would be in danger by remaining open.
- B. The Office of Administrative Services will notify media of college closings through the Emergency Closing Center at the Tribune Radio Network, and through other appropriate media outlets. The chancellor will notify the chairman of the Board of Trustees about the closing of any campus.

#### 11.05 BUILDING EVACUATION PLANS

Every CCC building shall have a building-evacuation plan that details procedures to be followed in the event of an emergency. The plan must comply with all applicable federal state and local laws and ordinances. The plan should list all emergency exits and describe procedures for assisting handicapped persons. Relevant portions of the plan should be distributed to students, faculty, and staff members. The plan should also be posted in high-visibility areas to ensure that everyone knows what to do if an emergency occurs. An updated copy of each college's evacuation plan should be submitted by February 1 of each year to the District Office of Administrative Services.

#### 11.06 FIRST AID

If a person requires emergency medical care, security should be notified immediately. Security will contact the college nurse, or the Chicago Fire Department's paramedic unit.

#### 12.00 CASH RECEIPTS POLICIES AND PROCEDURES

All collections of cash, money orders or checks for payments of tuition, fees, fines and other miscellaneous revenues must be done at the Business Office and only by the staff designated to receive funds.

#### 12.01 CASH

##### A. Cash Count and Reconciliation of Cash.

At the end of each shift, the cashier must count the cash collected. Cash must be periodically retrieved, as determined by the Executive Director or designee, during open registration. The cashier and another employee must acknowledge this process. A security officer should accompany designee if cashiers are located in non-secured areas.

##### A.B. Vault/Safe Access



Access to the vault/safe must be limited to the Executive Director or designees.

C. Counterfeit Bills

Cashiers should inspect all bills \$20.00 and over for possible counterfeit by using counterfeit pens and/or scanning machine. They should not accept any suspected counterfeit bills.

12.02 CHECKS AND MONEY ORDERS

A. Restrictive Endorsement

All checks and money orders must be restrictively endorsed using the endorsing machine. A restrictive stamp may be used when the machine is out-of-order by the authorized designee only.

B. Additional information

Appropriate ID # must be noted on the check. Departmental Receipts must include the detailed credit account it applies to.

C. Appropriate ID's must be required, when applicable (i.e. Student ID, Drivers' license, state issued ID's) and the following items must be verified:

1. Check Date- must not be post dated.
2. Numeral amount must equal the written amount.
3. Payer's signature is affixed.
4. Checks must be payable to Board of Trustees of Community College Dist 508 or to City Colleges of Chicago or to the colleges only.
5. Check amount must be paid in U.S. **dollars** only.
6. Checks must be kept in a vault or safe.

D. Cashing of checks or disbursements or petty cash reimbursements out of cash receipts is NOT permitted.

12.03 CREDIT CARDS

A. Authorization

Authorization must be obtained before input to the students' account. Credit card number must be entered in the account. The students' ID number must be noted on the receipt (terminal tape).

B. Settlement

Before sending the transactions for settlement, the Tender by Cashier must be reconciled to the terminal tape. The Executive Director or designee must approve any differences and corrections.

C. Credit Card Void and/or Reversal

Credit Card voids and/or reversals must be done only by the Executive Director and/or designee.

12.04 END OF DAY PROCESSES

- A. Cashier must count the collection for the day and the total operators' receipts must equal the cash drawer summary or equivalent report. Discrepancies must be resolved with the Executive Director or designee. All parties must sign the Operator Reconciliation Form.
- B. All cash and checks collected and the necessary end-of-day reports must be placed in locked canvass bags, specifically assigned to each cashier. The locked bag must be deposited into the drop box. Cashiers must not have access to the drop box.
- C. During open registration, deposits should be made whenever the total cash on hand is at least \$20,000.00, or however frequently needed. During non-registration, deposits are required once a week. All receipts- cash, money orders, and checks must be deposited in a timely manner based on the courier scheduled pick-ups.
- D. Upon closing, at the end of the business day, designated staff must check to make sure that the vault/safe is properly locked.

12.05 CONTROLS OVER DEPOSITS

- A. Deposits must be counted by two Executive Director's designees before sealing deposit bags for courier. A Deposit Verification Form must be completed and signed by all parties. The "tear off record" portion of the deposit bags must be kept on file or attached to the deposit verification form.
- B. Overages or Shortages in deposits must be noted and approved by the Executive Director or designee.
- C. The courier log sheet must be completed and signed by the Executive Director's designee and an **authorized** courier representative (signatures must be legible).
- D. The list of authorized designees must be on file and must be updated at least once a year.
- E. The colleges should validate the deposits using the online banking system.

## 12.06 REPORTING

### A. Daily Cash Reports (DCR)

All receipts received by colleges must be reported on the DCR form.

Each DCR must be assigned a number, dated and signed by the appropriate individuals at each college. The DCR must be carefully reviewed and approved before submission to District Office. The signature signifies that the entries are correct and all supporting documentation has been attached.

The DCR classifies the receipts as Receivables Collections, Other Receivables, Revenue and Fees, Expense Offsets, Grant Account, Cash Short and Over, and Other College Funds. Listed below are instructions when completing this report:

- 1) **Student Collections** - All collections involving PeopleSoft accounts should be entered on any of the three lines provided **according to the term that the receipt applies.**
- 2) **NSF Collections** - Payments received for previously returned checks or bad credit cards, from Dept-Receipts sources are entered here. There should be an entry on the NSF fee line for the amount collected. An appropriate notation should be provided if the fee is not collected. In addition the name of the paying individual, amount and reason for the payment should be indicated on both lines. NSF collections from above PeopleSoft accounts are included in the category above. **Revenues & Fees** - All of the accounts are self-explanatory. Provide detail information for **Miscellaneous Revenue** to properly record this receipt.
- 2)3) **Expense Offset** - Provide the **complete account number** to properly credit the correct expense line.
- 3)4) **Grant Accounts** - Grant receipts are to be entered here. Indicate a description and the complete grant account number that the funds should be credited to.
- 4)5) **Cash Over (Short)** - The difference between the amount recorded as receipts for the day and the actual amount collected should be entered here. An explanation for the discrepancy for any given day should be submitted on a separate sheet with the appropriate signatures. Attach a copy of the police or security report if applicable.
- 5)6) **Other College Funds** - Imprest and Agency receipts deposited along with the PeopleSoft and Departmental-Receipts are to be entered here.
- 8) **Grand Total** - Total of all items on the DCR form.

**The following should be attached to the DCR report.**

- a) All deposit slips;
- b) All credit Card Batch reports;
- c) All Tender By Cashier reports;
- d) All Student Financials Revenue Reports;
- e) Departmental Receipts Details by date;
- g) Report on Overages(Shortages), and
- h) Other supporting documents such as check copies, memos, Student Account Summaries.

DCR must be submitted to General Accounting at the District Office weekly based on published reporting deadlines.

#### B. Monthly Reconciliation

All City Colleges of Chicago Bank Accounts must be reconciled monthly. The reconciliations must be completed by end of the following month. (Example: July's bank rec. must be prepared by August 31st ) Regular and timely bank reconciliations are an important component of our internal control over cash.

The colleges Imprest and Agency Funds are reconciled at each of the college offices. The trial balance and bank reconciliations for these accounts must be submitted to General Accounting by end of the third week of the following month. All supporting schedules must be attached to the bank reconciliation.

### 12.07 FACILITIES

The physical layout of some of the cashiering areas of the business offices must be improved for confidentiality and to deter easy access to the cash drawers.

Cameras must be installed in the cashiering areas and in the business offices, especially in the area where the vault is located.