

29699
APPROVED-BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
SEPTEMBER 3, 2009

BOARD COMMITTEE ON FINANCE, ADMINISTRATIVE SERVICES AND OFFICE
OF INFORMATION TECHNOLOGY
Thursday, August 6, 2009

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Gloria Castillo
Nancy Clawson
Ralph Moore
Terry Newman
Anthony Chungath

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GENERAL COUNSEL

James Reilly

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TREASURY

In the Finance Committee folder is the Treasurer's monthly investment and cash flow report. It includes the new cash flow forecast for FY 2010 which includes \$358.2 million of projected resources and \$376.7 million in projected operating expenses. About \$77 million in capital resources and spending is not included in this forecast, but will be included as spending occurs. The total estimated cash balance is \$107.3 million as of the end of July, above the \$85 million minimum cash balance required by the District's investment policy.

Our financial advisor, PRM's detailed quarterly investment results report is included in the finance committee report. PFM manages approximately \$200 million for the City Colleges of

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Chicago in the short-term, working cash, Truman College parking project, and OPEB portfolios.

The report provides information on the economy and details the investments' returns, purchase and sales, and durations.

Included in the Board binder in the Finance Committee tab are three additional quarterly Treasury reports as of June 30, 2009. They are as follows:

- (1) Summary of Investments by Term and Type of investment instrument - \$228.6 million;
- (2) Detailed List of Investments by type of investment - \$228.6 million; and
- (3) Bank Accounts by Bank and Account Type – 12 banks total deposits of \$7.3 million

Bank Activity: Chase Bank has reversed its decision to end the student debit card program by December 31, 2009. The City Colleges of Chicago received a revised pricing proposal for the Chase student prepaid debit card program. Effective November 1, 2009, Chase will charge \$7.50 per load for each student account that is funded. Treasury continues to collaborate with other departments in the selection of a new Prepaid Student Debit Card Program provider. A RFP will be issued in mid/late August.

Treasury staff closed the Illinois Funds Prime Fund Account and transferred the balances to the Illinois Fund Money Market Account. The Money Market Account will remain open to allow for designated District funds to be deposited by the State. The PFM Prime Fund Account was opened July 1st. State monies and proceeds of maturing CDs in the Short Term Operating Account were transferred to the account. July's ending balance was \$27.9 million at a rate of 0.34%.

Monthly summary of receipts include: (1) CCC received ATM rent revenue of \$9,000 for FY 2009. This amount is slightly less than projected due to the slow rollout of the Student Prepaid Debit Card. (2) For FY 2009, the District's purchasing card earned a rebate of \$2,957 on about \$1 million in purchases. Treasury is working with Accounts Payable, OIT and Chase to increase rebate revenue by paying high dollar vendors by the "PCard" versus a check. (3) CCC received \$274,373 in property taxes and \$16 million in state funds. (4) Treasury staff transferred \$12 million to the PFM Prime Fund Account.

Disbursements: Accounts payable printed 5,958 checks totaling \$11,325,377.

Payroll	July 2009	June 2009
Payroll Checks Printed	2,550	2,135
Payroll Direct Deposit	7,046	7,136

BUDGET ACTIVITIES

In your Finance folder is a copy of a July 31, 2009 Jeffrey Ob letter summarizing the Governor's community college budget amendments: He restored \$27 million of Adult Education and CTE funding; reduced the basic operating grant by \$8.7 million (still up \$1 million over last year); and reduced downstate's equalization funding by \$300,000. This leaves a net increase of \$18 million to State community college funding. The Governor still has other State reductions pending.

In terms of the State capital budget, CCC received \$40 million in new capital and \$20 million in capital re-appropriations. The timing of the release of new State capital appropriations is pending based on the monitoring of new gambling revenue stream to size bond sales.

During July 2009, the Finance Office presented the FY 2010 budget at three separate public hearings and had the budget adopted at the special board meeting on July 24. They also presented the budget to the Civic Federation and answered all of their questions concerning the FY2010 budget. The Board approved budget at July 24 special hearing. Budget staff will finalize any adjustments and continued to monitor state budget activities.

JULY BUDGET TRANSFER SUMMARY - \$6.0 million

- \$2.5 million in transfers to correct the department number within the Workforce Institute.
- \$1.6 million in transfers to correct the department number at WYCC
- \$0.2 million in transfers within Academic Affairs to allow for hiring of an Executive Director of Nursing
- \$0.8 million of transfers from OIT to the colleges to cover annual costs of AT&T services.
- \$0.1 million of transfers to correct department numbers for enterprise funds at Wright College.

Education Fund Transfer Summary

Account	Transfers Out	Transfers In	Net Change
Salaries	-\$168,900.00	\$292,900.00	\$124,000.00
Services	-\$238,790.04	\$86,015.04	-\$152,775.00
Supplies	-\$89,025.00	\$107,148.73	\$18,123.73
Travel *	-\$4,148.73	\$83,300.00	\$79,151.27
Fixed Charges	\$0.00	\$9,300.00	\$9,300.00
Utilities	-\$801,885.84	\$803,885.84	\$2,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Other	-\$80,000.00	\$0.00	-\$80,000.00

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O&M Fund Transfer Summary

Account	Transfers Out	Transfers In	Net Change
Salaries	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00
Services	-\$186,960.00	\$108,420.00	-\$78,540.00
Supplies	-\$422.30	\$422.30	\$0.00
Travel	-\$422.30	\$422.30	\$0.00
Fixed Charges	-\$67,020.00	\$145,560.00	\$78,540.00
Utilities	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00

Enterprise Fund Transfer Summary

Account	Transfers Out	Transfers In	Net Change
Salaries	-\$1,848,018.00	\$1,983,698.00	\$135,680.00
Fringes	\$0.00	\$0.00	\$0.00
Services	-\$1,410,601.86	\$1,274,841.86	-\$135,760.00
Supplies	-\$310,500.00	\$562,614.00	\$252,114.00
Travel	-\$67,500.00	\$87,180.00	\$19,680.00
Fixed Charges	-\$191,000.00	\$193,760.00	\$2,760.00
Utilities	-\$15,000.00	\$15,000.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Other	-\$522,724.00	\$248,250.00	\$274,474.00

*\$70,000 transfer is in error and will be corrected in August.

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CONTROLLER'S OFFICE

General accounting staff reports that the Statement of Net Assets general ledger account reconciliations for fiscal year activity through May 31, 2009 is in progress and should be completed by July 31, 2009. They are also working with PeopleSoft Student Administration transactions and are in the process of performing reasonableness and completeness tests for the FYE closing adjustments.

In addition, they have prepared estimated bad debt expense for FY 2010;; performed preliminary reconciliation of Student A/R from sub-ledger to general ledger; processed FY 2009 write offs; and have **posted 90% of all FY 2009 transactions**. They are also analyzing account balances in preparation of year end close and assisting with the new Other Receivables Project. Other projects that remain are the following: (1) A/P to G/L reconciliation validation - 50% complete; (2) Implement Fixed Assets; (3) Automatic bank reconciliations; (4) Finalization of PBCC project– KK building; (5) Walk thru in order to develop standardized accounting policies and procedures; and (6) Enterprise Fund

Grants Accounting staff report that all grant related billing will be current by no later than Friday August 28 (current = billing for activity through July 31, 2009). They have prepared and submitted \$1.6 million of FY 2009 grants billing and have prepared and reviewed Grant Reconciliations for the period of April 1, 2009 through May 30, 2009.

The Grants Accounting staff are following up on four FY 2009 grant budgets not generated into awards as of July 30, 2009. FY 2010 Grant Budgets not generated into awards as of July 30, 2009 are as follows: (1) Project year grants that cross fiscal years are loaded and available for spending. These grants consist mostly of federal awards whose performance periods are aligned with the federal government's fiscal year reporting period of 10/1 to 9/30. (2) State awards have not been loaded as we await information from the state on the FY 2010 allocations. (3) Local and private grants in which we have received a contract, award letter, or letter of intent have been loaded.

The Controller's Office continues to work with Systems Financial Department to correct intra project receivable and payable (Due To / Due From) automated journal entries when reclassifying expenditures between grant project ID's within the Restricted Fund for FY09.

Grants Accounting has prepared the preliminary FY 2009 Schedule of Federal Awards (\$74.9M Total Amount) for external auditors (Deloitte & Touché). This resulted in 3 major program classifications and 1 potential major program as follows:

- US DOE – Student Financial Assistance Cluster (\$63.4M)
- US DOE PASSED THRU ICCB – Adult Education (\$2.9M)
- US DOE PASSED THRU ICCB – Carl Perkins (\$2.8M)
- US DOE – Trio Cluster (\$1.8M) – Potential Major Program

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They have also submitted FY 2009 Grant Spending Reports as of 7/27/2009 to Executive Directors and other College and District personnel at the July 28, 2009 Executive Directors' Meeting. **This was the seventh status report provided to Executive Directors.**

The District received notice from Department of Education (DOE) regarding the Student Support Services Grant at Daley College. Daley College will only be able to spend \$81,750 of the \$308k remaining on the FY08 and 09 awards. Overall loss is \$226k. Daley must submit spending plan to DOE for the FY 2010 award before release of funding. The FY 2010 award performance period begins 9/1/2009. Therefore, Spending Plan should be submitted no later than 8/14/2009 to allow for the review and approval by the US DOE and the CCC budget loading process.

Outstanding Project: Training and business process re-engineering to utilize automated Grants Billing Module to bill on a monthly basis for hard copy and online (draw down) billing processes. Timeline and Action Plan in progress.

Financial Reporting staff are preparing for FY 6/30/2009 year end closing. They have:

- Met with WYCC to walk through variance analyses needed for FYE 6/30/2009 audit;
- Prepared draft French Pastry School Financial Statement;
- Completed the ICCB Data submission due on 7/31/2009 for period of activity for 7/1/2008 through 6/30/2009 - reviewed and corrected error lines related to UFRS filing. File to be submitted by deadline;
- Assisted with FY 2009 Accrued Payroll processing and posting;
- Assisted the Financial Systems area with the FY 2009 CDL posting; and
- Participated in planning the Unit Cost submission with OIT. Submission is due on 9/1/2009.

STUDENT FINANCIAL SERVICES

Issued approximately 4,207 student refunds. Total amount refunded to students for the month of July was approximately \$1.7 million. We **disburse SU Pell** at 100% as scheduled during the month of July. This disbursement resulted in federal drawdown amount of approximately \$3.5 million.

Electronic Student Refunds – our students are continuing to voluntarily apply for the direct deposit option for refunds. The number of students that have applied for direct deposit has increased by 7% from June until July 2009, as followed:

Electronic Refunds for Student Financial
(as of August 3, 2009)

	DA	HW	KK*	MX	OH	TR	WR	District Totals	
Methods of Payment									
Direct Deposit (Checking)	366	780	342	976	331	266	1288	4,349	34.2%
Direct Deposit (Savings)	12	36	12	23	9	6	53	151	1.2%
Debit Card (Financial Aid)	902	547	4,001	1,439	616	156	511	8,172	64.3%
Debit Card (Non-Financial Aid)	0	0	0	4	0	0	35	39	0.3%
Grand Totals	1,280	1,363	4,355	2,442	956	428	1,887	12,711	
Percentage of Total Number of Students	10.1%	10.7%	34.3%	19.2%	7.5%	3.4%	14.8%		

*Kennedy King was the Pilot for Fall 2008, which began in Oct 2008.

Student Financial Assistance staff are still in the process of seeking a new provider that will provide our students with a more efficient student college card program, are developing the scope of services, and anticipate having the Request for Proposal (RFP) in place before the end of August 2009. Until that time, it is business as usual with the current college card program.

The Finance Office received a letter from a representative of U.S. Dept. of Education (DOE), William Johnson, informing the District that the existing "College Card Program does not meet regulatory requirements since, after the initial withdrawal, charges are assessed for subsequent withdrawals whether by ATM or at a bank office." The Finance Office responded to DOE's letter and assured them we are in compliance with the federal regulations. Students are not currently being assessed fees for withdrawal transaction.

Out-of-District Chargeback for FY 2009

The Finance Office is finalizing the initial submission to ICCB of the out-of-district chargeback amount for the Summer 2008, Fall 2008, and Spring 2009. Please see the table listed on the next page.

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<u>Term</u>	<u>Credit Hrs.</u>	<u>Amount</u>
SUMMER 2008 CHARGEBACK	180	31,839.16
FALL 2008 CHARGEBACK	632	92,405.96
SPRING 2009 CHARGEBACK	<u>539.5</u>	<u>89,326.06</u>
TOTAL	<u>1,351.5</u>	<u>\$213,571.18</u>

Student Receivables for FY 2009

Our FY 2009 student receivable balance is approximately \$7.4 million. Listed below is a 3 year trend analysis of our student receivable for FY 2007, 2008, and 2009. Currently, records indicate a slight increase in receivables of approximately \$200,000.

Student Receivables

2007	2008	2009	09 vs 08 \$ Change	% Change
9.3m	7.2m	7.4m	0.2	2.8%

In addition, approximately 4,500 student accounts were deemed uncollectible and will be written off for FY 2009. The total amount of the write-off is \$2.6 million. The average uncollectible amount of a student's debt is \$587. The colleges will be given one more opportunity to collect directly from the students. Subsequently, Finance Office will send the remaining delinquent accounts to our collection agency, Harris & Harris.

BUSINESS SERVICES

Business Services successfully received Board approval for 13 board items at the July Board meeting and are requesting approval for 15 board items for the August meeting. They have successfully processed 46 purchase orders over \$5,000 with total expenditures in the amount of **\$5,347,842.46**. The colleges created 900 purchase orders under \$ 5,000 with total expenditures of **\$910,581.88**. Procurement entered 112 new vendors and 167 vendor updates into the vendor database. The following are the current Bid Projects:

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Dept/Campus	Solicitation	Status
Current	Advertised	
Administrative Services	RFQ- A/E Services for Fire Alarm System Wright College and District office	Ad Date 8/3/2009
Current	Bids being Prepared	
Administrative Services	RFQ- A/E Services for Renovation of Science and Computer Labs at Various Colleges	Ad Date 8/6/2009
District Wide	Van Rental Services	Expected Ad Date 8/10/2009
Administrative Services	Elevator Repair- District Office	Expected Ad Date 8/10/2009

Business Services staff have processed **3,217** vouchers for vendor payment from July 1, 2009 through July 31, 2009.

Business Service are working with campuses and District departments to make FY 2009 year-end close successful by providing open purchase order reports, match and budget exceptions reports, training sessions as required, and traveling as requested to assist campuses and department with year-end clean up processes.

August Board Summary

4.00 – is an agreement for the lock-in pricing of \$0.0543 per kilowatt with Integrys Energy Services for the period of June 2010 through June 2012 for an amount not to exceed \$6.7 million for FY 2011 and \$6.1 million for FY 2012 for a total of \$12.9 for the two year period. (ADMINISTRATIVE SERVICES)

4.01 – is an agreement with Floors Inc. to refinish and repair the gymnasium floor at Daley College in an amount not to exceed 63,400 (plus 10% contingency amount of \$6,340) for a total amount not to exceed \$69,740.00, in accordance with the Sealed Bid specification # DT0910 dated May 19, 2009. (DALEY COLLEGE)

4.02 an agreement with CMM Group, Inc., in an amount not to exceed \$848,804 (which includes a 10% contingency fee of \$77,164) to rebuild the current baseball field at Olive-

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Harvey College for the period beginning August 7, 2009 with ending date to be determined based on weather conditions accordance with the specifications of Sealed Bid # DT0911 dated June 24, 2009. (OLIVE-HARVEY COLLEGE)

4.03 a professional service agreements with, Star and Crest Decorating, Pacific Construction, FH Paschen, Speedy Gonzalez, Ujamaa Construction, Lawdensky Construction, Old Veteran's Construction, Robe, Inc., AGAE Contractors, and Chicago Commercial Contractors to provide JOC services for one (1) year, effective August 15, 2009 through August 14, 2010, with two (1) year extension options, in accordance with the specifications of DT0909 dated June 19, 2009. Contractors will not be awarded jobs in excess of \$2 million during the annual contract period and will have a minimum guarantee of \$25,000 awarded to them annually. (ADMINISTRATIVE SERVICES)

4.04 an agreement with Affiliated Computer Services to provide regular billing to borrowers for principal and interest, the sending of delinquent notices to borrowers, skip tracing if the old address is no longer valid, and on a regular basis updating each outstanding account in the NSLDS for an amount not to exceed the \$25,000 annually for three fiscal years – July 1, 2009 to June 30, 2012 and further ratifies payments now due for FY 2009 and FY 2008 in the amount of \$5,065. (FINANCE)

4.05 to amend the agreement with Arco Development Services, LLC, to extend the term of the contract to December 31, 2009 for the development of a centralized Core Learning Program with no change in the original contract amount of \$60,000. (HUMAN RESOURCES)

4.06 an agreement with Siemens Building Technologies to provide service and maintenance of the Security Access/Emergency System equipment at Kennedy-King College beginning August 6, 2009 through July 31, 2012 at a cost not to exceed \$68,525. (KENNEDY-KING)

4.07 an agreement with Siemens Building Technologies to provide service and maintenance of the Fire and Life safety equipment at Kennedy-King College beginning August 6, 2009 through July 31, 2012 at a total cost not to exceed \$104,473. (KENNEDY-KING)

4.08 an agreement with Bryden Transportation, LLC for shuttle bus transportation services based on the weekday, Monday thru Friday, hourly rate of \$35.28 per bus and weekend, Saturday thru Sunday, hourly rate of \$35.28 per bus from August 6, 2009 through June 30, 2010 in an annual total amount not to exceed \$320,000 with an option to extend for two (2) additional one (1) year periods, in accordance with Sealed Bid #MWJ0908 dated June 17, 2009. (TRUMAN COLLEGE)

4.09 an agreement with Advanced Imaging Specialists (AIS) for training of 25 students enrolled in the Magnetic Resonance Imaging Program at Wright College for an amount not to exceed \$15,000 for the period September 1, 2009 through April 30, 2010. (WRIGHT COLLEGE)

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4.10 an agreement with Diversified System Integrators to purchase annual maintenance agreements in the amount of \$235,741.86 annually beginning September 1, 2009 through August 31, 2012 with a not to exceed total amount of \$707,225.58. (WYCC)

Section 7 – Purchases

7.00 an agreement with the Chicago Transit Authority (CTA) for additional purchases of 3,150 CTA regular fare transit cards in the amount of \$72,450 and the additional fund request district wide in the amount of \$200,000. The additional amount of \$272,450 brings the total not to exceed amount of \$432,450 through June 30, 2010. (ACADEMIC AFFAIRS)

7.01 an issuance of a purchase order to Chicago United Industries, Ltd. for the purchase, delivery and installation/assembly of a Dialysis Machine for Malcolm X College in an amount-not-to exceed \$24,789.71, in accordance with Sealed Bid #MWJ0909 dated June 11, 2009. (MALCOLM X)

7.02 an agreement with Arlington Glass Inc, for the repair of the Truman College pool area on an emergency basis in the amount of **\$521,953** which includes a 10% contingency in the amount of \$47,450. (TRUMAN COLLEGE)

7.03 the issuance of purchase orders and/or agreements (as required) with the listed vendors for additional spending to fully execute the proposed FY2010 advertising plan, with total November 1, 2009 through June 30, 2010 expenditures not to exceed \$1,119,433 by the District Marketing Office; plus local promotions by the seven colleges not to exceed \$320,181.00 between November 1, 2009 and June 30, 2010. (MARKETING)

8.04 - Utility, Postage and Other Monthly Expenditures Summary

CAMPUS/DEPT.	VENDOR	AMOUNT	DESCRIPTION
District Office	Commonwealth Edison	\$236.65	Utilities - Electricity
Kennedy-King, Harold Washington, Truman, Olive-Harvey, Daley, and Wright Colleges	City of Chicago – Dept. of Water Management	\$48,608.14	Utilities – Water Department
District Office, Kennedy-King, Harold Washington, Malcolm X, Truman, Daley, and Wright Colleges	Qwest Communications	\$4,906.61	Utilities-Long Distance Service
District Office	AT&T Inc	\$243,284.54	Utilities- Telecommunication

District Office, Harold Washington, Malcolm X, Olive-Harvey, Wright Colleges	Pitney Bowes	\$7,729.60	Postage
District Office, Kennedy-King, Harold Washington, Malcolm X, Olive-Harvey, Daley, & Wright College	United States Postal Service	\$113,039.31	Postage
Kennedy-King College Olive-Harvey College	Sprint	\$3,658.28	Telecommunications
District Office	Corporate Express	\$1,264.87	Purchase of Office Supplies from Illinois Community College System Purchasing Consortium (ICCSPC)
Kennedy-King, Harold Washington, Truman, Olive-Harvey, Daley, & Wright College	Fisher Scientific	\$8,730.70	Purchase of Scientific Equipment and Supplies from ICCSPC
District Office	Illinois Student Assistance Commission	\$6,857.35	Student Loan
Kennedy-King, Malcolm X, Truman, Olive-Harvey, Daley, & Wright Colleges	Jostens Inc	\$23,566.57	Graduation Cap & Gown Purchase/Rental Services from ICCSPC
Kennedy-King, Malcolm X, Olive-Harvey Colleges	Krueger International	\$147,713.67	Furniture from ICCSPC
Harold Washington, & Wright Colleges	CDW-G	\$1,558.87	Purchase of computer accessories and supplies from ICCSPC
Olive-Harvey College	Canon Business Solutions	\$689.20	Renewal Maintenance Agreement
Daley College	Home Depot	\$909.35	Maintenance Supplies from ICCSPC
Truman College	Zep Manufacturing Co	\$174.57	Janitorial Supplies from ICCSPC
Kennedy-King College	Hall's Rental Service Inc	\$16,538.78	Purchase of Event Supply Rental From Entegra Procurement Services from

			ICCSPC
Kennedy-King College	Supreme Lobster	\$6,739.33	Purchase of Foods, Staples, Groceries From Entegra Procurement Services from ICCSPC
Kennedy-King College	Gordon Food Service Inc	\$9,835.06	Purchase of Foods, Staples, Groceries From Entegra Procurement Services from ICCSPC
District Office, Kennedy-King, Malcolm X, Truman, Olive-Harvey, Daley, Wright Colleges, WYCC TV	Office Depot	\$95,651.81	Purchase of Office Supplies from Illinois Community College System Purchasing Consortium (ICCSPC)
Truman College	North Central Association – CASI	\$532.82	Accreditation fees
Kennedy-King College	Ecolab, Inc.	\$1,743.33	Purchase of Foods, Staples, Groceries From Entegra Procurement Services from Illinois College System Purchasing Consortium (ICCSPC)
Kennedy-King College	T Castro Produce	\$22,049.28	Purchase of Foods, Staples, Groceries From Entegra Procurement Services from Illinois College System Purchasing Consortium (ICCSPC)
District Office, Kennedy-King, Harold Washington, Malcolm X, Truman, Olive-Harvey, Daley, and Wright Colleges	Magnetic Office Products	\$136,832.86	Purchase of Office Supplies from Illinois Community College System Purchasing Consortium (ICCSPC)
District Office	Thyssenkrupp Elevator	\$570.02	Elevator Maintenance Service from Illinois Community College System Purchasing Consortium (ICCSPC)
District Office Malcolm X College	Centennial Contractors	\$215,796.58	Job Order Contracting Services from Illinois Community College System Purchasing Consortium (ICCSPC)
Kennedy-King, Harold Washington, Malcolm X, Truman, Olive-Harvey, Wright Colleges	Burgoon Company	\$191,648.30	Purchase of Scientific Equipment and Supplies from ICCSPC

District Office	Workflow One	\$9,895.00	Purchase of Data Processing Cards and Paper Supplies from ICCSPC
Kennedy-King College	The Plitt Company	\$169.85	Purchase of Foods, Staples, Groceries From Entegra Procurement Services from ICCSPC
Kennedy-King College	Buedel Food Products	\$30,638.53	Purchase of Foods, Staples, Groceries From Entegra Procurement Services from ICCSPC
Kennedy-King College Harold Washington College Malcolm X College	American Association of Community Colleges	\$9,588.00	Membership Dues
Daley College	HACU	\$4,370.00	Membership Dues
District Office Wilbur-Wright College	Illinois Community College Trustees Association	\$6,857.35	Membership Dues
Daley College	National League for Nursing	\$60.00	Membership Dues
Olive-Harvey College	ASCD	\$985.00	Membership Dues
Wilbur-Wright College	American Association of Collegiate Registrars & Admissions Officers	\$2,030.00	Membership Dues
District Office	Chicago Bar Association	\$900.00	Membership Dues
Kennedy-King College	American Dental Association	\$832.00	Membership Dues
Wilbur-Wright College	Council North Central Two Year College	\$200.00	Membership Dues
Malcolm X College	American Society of Health Systems	\$1,824.00	Membership Dues
Kennedy-King College	National Council for Workforce Education	\$125.00	Membership Dues

Malcolm X College	Lincoln Trail Libraries System	\$798.38	Membership Dues
District Office	Illinois Association for Career/Technical Education	\$540.00	Membership Dues
Malcolm X College	Exam Master	\$3,250.00	Membership Dues
Kennedy-King College	National Notary Association	\$186.50	Membership Dues

Administrative Services

Board Reports

4.00 Electricity Purchase Contract Lock-In Agreement, June 2010 – June, 2012 for All District Facilities

In monitoring the electrical utility market, Administrative Services locked into rates through Integrys Energy Services for 24 months starting in June, 2010 through June, 2012 at \$.05043 which is \$.009 lower than the current electricity rate paid by the District. Estimating from the District's current electricity usage, a savings of \$1 million should accrue.

4.01 Gymnasium Floor Refinishing, Daley College

Competitive bid issued through Procurement Services, with notices to 15 vendors. Two responses received, and the one responsive bidder, Floors, Inc. of Woodstock, IL is recommended to repair and refinish the floors, adding Daley College's logo for an amount not to exceed \$69,740. At this time a waiver is requested for M/WBE since there are no readily identifiable opportunities for subcontracting.

4.02 Baseball Field Renovation, Olive-Harvey

With Olive Harvey's growing athletic program, there is a need to redevelop the baseball field on the College's campus. Public bids were issued and the recommended low bidder is CMM Group, Lansing, IL at a price not to exceed \$848,804. M/WBE compliance has been met and work will commence upon award of the contract. We anticipate use as early of Summer, 2010 if work can start this Fall.

4.03 Job Order Contracting Agreements, Administrative Services

In trying to respond to the needs of the Colleges in order to facilitate the educational goals and maintain safe and clean buildings, Administrative Services has worked in the last two years to develop and award contracts to vendors on a competitive basis with set prices to turn work around in a timely manner. While challenging, we have worked with the Gordian Group to develop a scope of work by line items, publicly advertise and evaluate the 23 qualified contractors that responded. As a result of that effort, the ten companies listed are

recommended to the Board, with the lowest bidder to be the first to receive work orders, moving to the next lowest bidder when their capacity has been exceeded. The District's JOC Work Orders will be reported back to the Board monthly in the spending reports. Based on past performance with contractors, the program will not exceed \$4 million annually and no one contractor will receive more than \$2 million in work orders. All contractors committed to the District's M/WBE goals as well as to hiring qualified City College graduates.

4.06 Service and Maintenance Agreement for Siemens Security Access/Emergency System, Kennedy-King

At the time of construction, the PBC and McCluer competitively selected Siemens as the most responsive vendor to install the Security and Emergency Alarm system in the new Kennedy-King. This three year contract is recommended since Siemens is the manufacturer of the equipment as well as the proprietary license holder of the software.

4.07 Security and Maintenance Agreement for Siemens Fire and Life Safety System Equipment

As with 4.06, Siemens was chosen during the construction period as the most responsive system to be installed for fire and life safety alerts to coordinate with the City's 911 system and effectively cover the diverse issues on the Kennedy-King Campus. This is also a three year agreement that is recommended to the manufacturer and proprietary software license holder that is the only vendor that can program the system.

7.02 Emergency Pool Area Repairs, Truman College

Due to unforeseen conditions in the Pool Area in Building B at Truman College, there is a need for emergency repairs to take place through the District's pre-approved Cost plus contractor, Arlington Glass, in order to repair the unsafe conditions and restore access in a timely for the students and community users to the swimming pool and physical education space heavily used. Due to the extensive use of scaffolding and safety equipment, two bids were solicited from the District's one pre-approved JOC contractor and the appropriate cost plus contractor in order to get the best price on a timely basis. Arlington Glass was chosen as the lowest most responsive bidder and will replace the cracked glass railing and barrier system with a City Code mandated tempered glass and subcontract to replace the failing ceiling tiles. Contract will not exceed \$521,953. M/WBE compliance has been met.

Project Updates

Harold Washington Science Labs

In our continuing effort to update the District's science, nursing and computer labs, the project that was approved by the Board earlier this year has been proceeding at Harold Washington to build out three classrooms as state of the art chemistry and physics laboratories. The wiring infrastructure is being completed, classroom furniture ordered and is completing the interactive

computer hardware and audio-visual equipment lists to make this a “smart” science studio classroom. The learning environment will be ready for occupancy by the second week of the semester and the technology ready by the end of the month.

Kennedy-King Business Offices

At the recommendation of the Office of Finance to facilitate access and improve the cash management aspect, the Business Office of Kennedy King will be relocated from the second floor to the first. This required a space build out in addition to glass enclosed windows being installed. The build out is close to completion and the move will take place after the initial rush of registration settles down.

Old Kennedy-King

Teng, and their subcontractor EDI, are in the old building in order to develop the specification for demolition to our timeframe and beginning the environmental abatement. We have heard unofficially that there may some interest in the building housing a new Fire and Police Academy.

Office of Information Technology

Development of the Academic Advising module is complete and moved to production on Monday morning. The Academic Advising module will allow advisors to quickly perform a degree audit and “what if” scenarios for students enrolled in the AA, AS, and Nursing programs. As we are done with this phase, we are looking to add new programs. Before moving forward, I take this opportunity to thank Synchron Solutions (our implementation partners), Kathy Linenberger and her staff, Angela Henderson and her staff, Cynthia Armster, Simon Visser, Fred Follansbee, Valerie Davis, Corie Rowland, the VPs, Deans of Student Services, Registrars, College Advisors, and the many folks who assisted in this implementation of the Academic Advising module. The ODs made the decision to move forward with this project about 4 months ago and I am certain that many will agree that this was absolutely the right decision to support our Advisors and students.

We are working with the City of Chicago regarding the SmartChicago Broadband Expansion Project. The City of Chicago will be applying for an estimated \$100 million in funding from the Broadband Technology Opportunities Program (BTOP), a part of the American Recovery and Reinvestment Act of 2009.

Since February, the City and its partners from across all sectors have been working to develop SmartChicago, a comprehensive approach that includes three main components:

1. Open Network – Extending the City's existing fiber assets.
2. Smart Hubs – Providing advanced broadband services to over 500 community anchor institutions including schools, libraries, senior centers, parks, community health centers, and City Colleges. These facilities will serve as hubs for digital activities, providing Internet access, and/or training and support for vulnerable residents.
3. Smart Communities – Connecting two pilot neighborhoods and thousands of CHA residents with fiber-optic service capable of delivering speeds in excess of 100 Mbps.

The U.S. Department of Commerce has \$4.7 billion that it will disperse in three rounds. In the first round, there is a total of \$1.4 billion available (nationally) for approved grant requests. In its grant application the City is asking for approximately 10% of the \$1.4 billion. To that end, we are partnering with the City in this grant application to expand the capacity of our wireless infrastructure with the intent of also expanding the access of our wireless networks to community residents. We have submitted a request for \$1.7 million that will also require a 20% cash or in-kind match of \$360K.