29295

APPROVED - BOARD OF TRUSTEES COMMUNITY **COLLEGE DISTRICT NO. 508** MARCH 5, 2009

BOARD COMMITTEE ON FINANCE OFFICE, ADMINISTRATIVE SERVICES, AND OFFICE OF INFORMATION TECHNOLOGY COMMITTEE MINUTES

Wedmesday, March 5, 2009

TRUSTEES

James Tyree, Chairman Gloria Castillo Nancy Clawson Ralph Moore Shamil Priddy

CHANCELLOR

Wayne Watson

GENERAL COUNSEL

James Reilly

ASSISTANT BOARD SECRETARY

Regina Hawkins

TREASURER

Dolores Javier

OFFICERS OF THE DISTRICT

Angela Henderson Xiomara Cortés Metcalfe Kenneth Gotsch Michael Mutz John Dozier Sylvia Ramos Clyde El-Amin Ghingo Brooks Valerie Roberson Lynn Muldrow Walker John Wozniak Charles Guengerich

FACULTY COUNCIL

Keith McCov

DISTRICT OFFICE Diane Minor

Antonio Gutierrez Juliette Ferguson Ralph Passarelli Jose Aybar Elsa Tullos Simon Visser Ingrid Worrell James Gonsiorek Valerie Highsmith

Maggie Garcia

DISTRICT OFFICE

Cynthia Armster Rosemary Jackson Arthur Wood

Melissa Reardon Henry

Diana Madrzyk Phoebe Wood Derrick Harden Michael Thibideaux Zarko Niakara Corie Jimenez Joseph Scheurich Sonia Powell **Delores Withers**

Audrey Butler Perry Buckley Kristen Freilich Kimberly Nishimoto Sherrie Richardson Janis Gertrude

Cynthia Sexton

Ukeyco Millsap Jennifer Seldon Manihoni Edmondson Eugene Nichols, Jr. Shawn Koestering Jane Barnes Danielle Kerry Faith Korey

Eugenia Krzyzanski

The meeting was convened in Room 30 of the Board's district offices, 226 West Jackson Boulevard, Chicago, Illinois

- Minutes of February 5, 2009, meeting of the Board Committee on Finance and Administrative Services were approved as submitted.
- 2. Staff Reports:

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

TREASURY

There are three routine quarterly Treasury reports in your orange folder this morning: the list of bank accounts, the summary of investments, and the detailed list of investments. The list of bank accounts as of December 31, 2008 includes the District's main payroll, general disbursements/student refunds, and depository accounts and the colleges' depository, savings, agency, imprest, and student activity accounts. Balances in these various accounts totals \$26.3 million. Please note that Treasury staff was not able to complete the close out of all the Bank of America (former LaSalle Bank) accounts as planned. Treasury expects to have this completed during February. Also note that MXC's Community Bank of Lawndale is now the Covenant Bank and Wright College's Labe Bank is now the First Chicago Bank and Trust.

Also in the Board's orange folder, the Treasurer prepared the updated monthly cash flow projections. This forecast is adjusted on a monthly basis to reflect the actual and to effect any changes based on new facts that may become available. Based on actual balances as of December 31, 2008 and known facts during the month of January 2009, the following are the major assumptions used in forecasting this year's operating cash flow:

<u>Cash-In:</u> The District's Treasurer has forecasted incoming cash to be \$322.4 million for FY 2009, plus an additional \$15.0 million in potential successful grant applications that will be added to the forecast as they are received. This month's report shows that the Treasurer reduced the overall cash-in projection by a net amount of about \$12 million due to three major events: (1) a \$12.4 million reduction of expected local property taxes due primarily to Cook County's incorrect prior year property tax collections on expired District levies for the last half of the fiscal year; (2) an increase of \$1.3 million from tuition due to the increase in enrollment; and (3) a 25% reduction of \$2.2 million in PPRT forecast. The Treasurer may revise the tuition forecast higher when the full January and February 2009 collection data is available.

The Treasurer will be monitoring property taxes receipts to make sure that the District captures any impact that the current economy and the mortgage foreclosures may have in the future receipts.

State grants: Current state payments are delayed 60 to 70 days. As previously reported to the Finance Committee, the Treasurer has also accounted for the 2.5% mid-year state funding cuts which reduced the Treasurer's projection by about \$1.5 million. While December receipts were higher than expected, by about \$781,000, the Treasurer has not changed the future months' cash flow projections. The Finance Office will continue to monitor the current delinquent status of the State's payment schedule.

<u>Cash Out:</u> The District's Treasurer forecasts operating expenses cash outflow at \$372.8 million, plus any of the \$76.5 million budgeted capital expenditures that occurs on a monthly basis. The Faculty and Staff Payroll estimates are basically the same as last month's projections. The Treasurer did not change the student tuition refunds projection, but is expects to make a revision on next month's forecast. The Accounts Payable/Misc forecast increased \$3.9 million from the prior report primarily due to capital spending.

<u>Cash Balance:</u> The Board's current investment policy requires the Treasurer to maintain a minimum cash balance of no less than three months of expenditures, or approximately \$85 million. The total cash balance, at the end of December was \$119.7 million, which included \$18.7 million in the depository accounts (Chase) and \$55.5 million in the Illinois Funds and \$45.5 million in other short-term investments managed by PFM.

Investment Activities – This month's orange folder also contains the quarterly PFM investment report and economic outlook. As of the end of December, a total of \$55.5 million of operating dollars is invested in the Illinois Funds and \$145.6 million is the total of the portfolio under the management of PFM Asset Management, LLP. The portfolio under the PFM management had a market value is \$148.1 million.

The Illinois Funds – December 2008: A portion of the operating funds amounting to \$55.5 million is internally managed and is invested in two Illinois Fund accounts. (1) The Money Market Fund (MMF) balance as of the end December is \$12.3 million, with a one month yield of .51%, and a weighted average maturity of 29 days. (2) The Prime Fund's balance as of the end December is \$43.2 million with a one month yield of .97 % and a weighted average maturity of 27 days.

Other Comments: In your packet are PFM's reports for the quarter ending December 31, 2008 and the monthly report for December. Also, the Illinois Institutional Investors Trust (IIIT) Funds are now open for investing in short-term Certificate of Deposits (CDs) and we have purchased approximately \$15 million of short-term CDs. Note that since the January Board meeting, the Park District and MPEA expressed interest in using IIIT to invest in CDs for their operating fund balances.

The Treasurer reviewed the bank analysis (fees) statement and the requirements of the new FDIC regulation and has determined that it may be appropriate to pay the bank fees with hard dollars rather than thru compensating balances. These balances will then be invested to generate yield that would be better than the earnings credit rate (ECR) used to calculate the deposit amount needed to compensate for bank fees.

During this spring 2009 semester, Treasury staff has rolled out the electronic refund program to all the colleges. Our count indicates that approximately 8,000 students have enrolled in either the direct deposit option or the prepaid debit card.

Treasury needs to open an account for Human Resources new Tax Sheltered Annuity Program administered through the new third party agent.

Finally, Treasury worked with Administrative Services staff to address CDB's early draw on District funds for the Truman College project. Legal has drafted an IGA to help guide this project's resolution.

Audit Status: Management letter comments are under review by District Office staff. Several other state grant audits are being completed by Hill Taylor. The Controller expects the Federal Single Audit to be completed by 2/28/2009. The CCC Foundation audit and tax return is planned to be completed by 1/31/2009. The WYCC-TV20 FY 2008 Illinois Arts Council compliance audit is due 2/13/2009. The Controller expects the Treasury agreed upon procedures to be completed in March 2009. The Controller is working to advertise an RFP for the FY 2009 external audits.

Controller: Planning for remainder of FY 2009 activities and year end closing; Continuous communication with OIT in the development and revision of Financial Reports and system controls and with District personnel in strengthening internal control around the cash receipt processes and timely and accurate reporting of financial transactions.

General Accounting: (1) Performed a walk-through of the reconciliation of the Daily Revenue Report (DRR) with the colleges' Cashiering Reports and the PSSA General Ledger interface and the Bank with Wright College and Kennedy King College to assist with the standardization of the cash receipt procedures being used throughout the District; (2) Revised procedure for depositing of cash for Sikia Restaurant, Washburne Incubators, and Dawson Technical College; (3) Met with OIT to change the formatting of the Daily Revenue Report to assist the reconciliation process; (4) Met with OIT to resolve differences in Daily Revenue Report from the SA Reports system vs. Daily Revenue Reports received electronically from OIT – OIT is in progress of determining why different types of dates are being used and what those differences mean in respect to the reports and analysis of Student Financial transactions; (5) Performed 2009 general ledger account reconciliations; (6) Student financial transactions for period of 7/1/08-12/31/08 have been journal generated, but we are unable to post due to a system error. OIT is currently working through the problem

Financial Reporting: Completed the 2007 CCC Foundation Tax Filing. The tax forms are still in review by the Deloitte auditors; Worked with WYCC to complete the Illinois Arts Council Grant Application for FY 2009; Prepared Interim Financials for the period of 7/1/2008 through 12/31/2008; Performed continuous analysis of Financial Statement Account balances; Transmitted CCC 2009 Financial transactions to ICCB for the period of 7/1/2008 – 12/31/2008 on the due date of 1/31/2009.

Grants Accounting: Finalized the four remaining 2008 program specific audit reports for the following grant programs:

- Project Align, \$197K Award Amount, Illinois Board of Higher Education;
- On Track, \$89K Award Amount, Illinois Board of Higher Education;
- Drop Out Retrieval, \$2.1M Award Amount, Youth Connection Charter School;
- BBTEC Biotechnology & Bioterrorism Training, \$82K Award Amount, Department of Commerce and Economic Opportunity (DCEO);

Completed the 2008 indirect cost schedule; Completed the Illinois State Board of Education's Annual Financial Report for Youth Connection Charter School Programs; Working with the District and college program directors to get all 2009 grant budgets loaded in PeopleSoft Module; Completed annual profit/loss statement for Child and Adult Care Food Program; Completed 2009 grant list for all active grants in Fiscal Year 2009

January 2009 Budget Activities

Wright College's President Guengerich and I attended ICCB's Financial Advisory Committee which met in January to discuss the equalization formula and unit cost reporting issues.

Mid-year budget cut exercise. Colleges and Departments prepared 2.5%, 5%, and 8% budget cut strategies. Implemented the initial 2.5% funding cut, which totaled about \$1.45 million, based on instructions from ICCB. The State will withhold final payments in fourth quarter (May/June 2009). The Budget Office moved funds into a reserve line item.

The Budget Office gathered data for the FY2008 APSA analysis. Want to have completed in February to assist colleges with FY 2010 budget development exercise.

Reviewed the IBHE budget proposal for FY2010. Six budget scenario levels. CCC's special \$15 million grant included in IBHE budget.

Update the District's long-range financial forecast based on new information concerning local property taxes, state funding and the CPI. December 2008 CPI was reported at 0.1%, meaning the expected growth in property taxes of 3% for FY 2010 will be revised downward.

Established a new enterprise fund for the accounting and tracking of indirect costs for the District's 150 plus grants.

In the orange folder, a copy of the preliminary FY2010 budget development planning calendar. Chancellor instructed process to start earlier and target seeking Board approval by June 2009 Board meeting.

At the end of FY 2008, the Budget Office studied trends in budget transfers. Working with the District's auditors, the Budget Office has prepared revised budget transfer policy and guidelines to strengthen documentation, review and approval requirements. Surprising, very little guidance exists in State statutes, ICCB administrative procedures, the ICCB fiscal managers manual, or current Board policy and procedures. The District's budget document publishes

<u>Electronic Student Refunds:</u> "Going Green" Electronic Refunds for Student Financial (As of January 27, 2009)

Methods of Payment	DA	HW	KK*	MX	ОН	TR	WR	District Totals	Percent
Direct Deposit (Checking)	150	185	105	446	56	13	750	1705	20.9%
Direct Deposit (Savings)	3	8	3	14	1	1	32	62	0.8%
Debit Card (Financial Aid)	673	276	3743	854	362	87	372	6367	78.0%
Debit Card (Non-Financial Aid)	0	0	0	1	0	1	28	30	0.4%
Grand Totals	826	469	3,851	1,315	419	102	1,182	8,164	

Instruction. This will be discussed at the February Executive Director's meeting. Communicate results this Spring.

Federal Stimulus Proposals – Potential of \$30 billion for Illinois \$300 million for higher education, and other funding categories.

Student Financial Services -

During January 2009, Student Financial staff issued approximately 838 student refund checks, totaling \$405,000 to Fall 2008 semester students. The District printed and mailed on January 29, 2009, over 25,000, 2008 tax form 1098T (Student Tuition Statements).

*Kennedy-King was the Pilot group for Fall 2008, which began in October.

Internal Audit: Student Financials is providing assistance with the internal audit of internal controls. The audit is an overview of both, Registration and Financial Aid processes in accordance with the District's FY 2009 Internal Audit Plan.

Student Financials is providing assistance with the internal audit of internal controls. The audit is an overview of both Registration and Financial Aid processes in accordance with the District's FY 2009 Internal Audit Plan. The scope of the audit plan is to ensure and determine the adequacy of the operating procedures for the administration of the financial aid programs in accordance with federal, state, and local regulations. The audit is to also ensure segregation of duties related to the process in registration and the financial aid office. Other objectives include the review of processes of determining student's eligibility, financial aid disbursements, student's refunds, funds returned to Title IV, etc.

Stimulus Bill:

Student Financials provided regulatory reports and trends in student loan default rates to strengthen proposed amendments to the Stimulus Bill.

Listed below are some of the recommendations for the Higher Education Financial Aid Stimulus Package.

- <u>Decrease Loan Interest Rates</u>: Support the restructuring of federal student loans through the reduction of interest rates for all borrowers to one percent for the length of the stimulus package.
- 2. <u>Increase Financial Aid Access</u>: Increase access by modifying the needs assessment formula to incorporate child care, disability/medical, and dependent care expense data and lower the legal age from 24 to 21 for eligibility for student independent status. That information is to be captured on an additional data field on the FAFSA Form. Reduced credit card use by students to pay for educational expenses would be one of the benefits stemming from increased loan access. Handling expenses with the lower interest rates of student loans would yield a much smaller debt than credit card accounts.

3. Commence Loan Forgiveness:

Expand the Loan Forgiveness for Public Service to include selected, non-public service academic programs. For example, include (a.) all teaching assignments without regard to urban locations and pedagogic levels; (b.) green initiative, biological, chemical, and nuclear energy research and development; and (c.) allied health care programs.

For the length of the stimulus package, hold harmless postsecondary institutions of higher education that, within the most recent two federal fiscal years, have lost their eligibility to participate in the Title IV programs due to prohibitively high cohort default rates. And, for the length of the stimulus package, commence a moratorium on penalties imposed on all student loan borrowers in default. For example, this would forgive half million dollars in outstanding (twenty years old) NDSL and NSL accounts for the City Colleges of Chicago.

 Increase Veterans Funding: Support the increase of allocations of federal and state funding to veterans and their dependents. For the last ten years, federal and state reimbursements have failed to match institutional waivers for veterans.

Business Services – Updated business services internal controls to more closely monitor timeliness and accuracy of payment process. Closer review of monthly board items. Performed a comprehensive review and update of the vendor file. OIT archived 10,000 inactive vendors. Reduced many duplicate vendors. Working with legal to update the Business Services' web-site privacy disclosure language. Attending intergovernmental procurement task force, facilitated by the City's Chief Procurement Office: Master IGA for all sister agencies, salt purchases and standardize on bid templates. Business Services monitored and documented college and department procurement errors. Noted instances of vendor (e.g. CTA) invoices to college being sent late. Need more timely encumbrance of funds through requesting PO. Late vendor payments. OCE copier. Audit RFP. Workforce and WYCC TV20 RFQs

Evaluated and updated monthly performance measures. During January 2009, Business Services successfully received Board approval for 16 board items. We are also requesting approval for 9 board items for the February meeting. We have successfully processed 133 purchase orders over \$5,000 with total expenditures in the amount of \$1,341,265. The colleges created 1,095 purchase orders under \$5,000 with total expenditures of \$878,372. Procurement entered 1,280 vendors' entries and vendor updates into the vendor database. The following are the current Bid Items:

Dept/Campus	Contract	Status
Current	Advertised	
District Wide	Print, Presort and Mail Services	Ad Date 1/4/2009, Due 2/2/2009
Truman College	Shuttle Bus Services for Truman College	Ad date 1/ 6/2009, Due 1/30/2009
OIT	Recruitment Services	Ad Date 2/3/2009, Due 2/17/2009
Current	Drafts	
Daley College	Supply and Deliver Manikins	Ad Date 2/9/2009
Truman College	Automotive Training System	Ad Date 2/14/2009
Kennedy King College	Early Alert Retention System Database	Ad Date 2/10/2009
District Wide	Charter Bus Services-District Wide	Ad Date 2/10/2009
Risk Management	Third Party Administrator Services	Ad Date 2/5/2009
Wright College	Manufacturing Equipment	Ad Date 2/7/2009

Workforce Institute-HW	RFQ for Trainers/Consultants	March 2009(TBD)
WYCC-KK	RFQ for Professional video production services	March 2009(TBD)
OIT-District	Email Archiving	Ad Date 2/20/2009

The Business Services has processed 2,782 vouchers for vendor payment from January 1, 2009 through January 30, 2009.

Micro City Purchases - The District's December 2008 monthly Micro-City purchases report includes both monthly and year-to-date information. The total December 2008 Micro City purchases were about \$474,000. The six month year-to-date totals were approximately \$966,000.

		12/31/2008	12/31/2007
TYPE	December 2008	YTD FY2009	YTD FY2008
Computers	\$ 44,803	\$ 168,830	\$ 448,022
Printers	20,529	32,853	49,708
Software	48,211	314,786	294,789
Related Equipment	76,837	362,759	1,151,555
Maintenance/Training	284,050	<u>389,154</u>	-0-
Total	\$ 212,057	\$1,268,382	\$1,944,074

RESOLUTIONS

1A - Annual transfer of funds to restricted O & M

The Controller completed the audit of the FY 2008 basic financial statements. While the District ended FY 2008 with a slight deficit in the Education Fund, the Finance Office recommended to the Chancellor that it is a best practice to set a fund balance limit and that any balance above that limit should be transferred to the District's restricted Operations & Maintenance (O & M) Account to help fund the backlog of deferred maintenance needs and such one-time capital projects as science lab modernizations, library upgrades, and carpeting replacement in student centers.

The Finance Office would like to request permission to transfer any unrestricted fund balances in excess of 3% of the unrestricted fund expenditures to the restricted O & M account for future projects subject to board approval. The ongoing 3% Education Fund balance represents a restricted balance for use as a contingency in the event of an emergency. Use of these funds would require specific board approval and would be required to be restored in the subsequent year's budget.

Existing District reserves: The Board currently authorizes the Chancellor to establish a contingency reserve which represents 1% of each year's operating budget. Also, Board policy requires three months of spending to be restricted and reserved in a separate Working Capital Fund to provide liquidity for day-to-day working capital purposes. This represents about 25% of annual spending. Finally, reserves are established in the Liability Fund for potential judgments against the District and the Capital Fund for multi-year project appropriations.

Other city governments: The City of Chicago and Cook County do not have reserves policy and have general fund balances below 3%. The Chicago Public Schools has a 5% general fund balance requirement, but no working capital reserve. We have not heard back from our other sister agencies.

In my conversations with one of the major rating agencies, they felt that the District should not allow the Education Fund balance to go below 3%.

1B - Monthly routine transfer of funds include the following:

- Finished transfers of the 2.5% state funding cut to a reserve account (\$911,000 this month with a total of approximately \$1.45 million for the year)
- Transferred funds to KK to cover a portion of their projected deficit. Many transfers within KK to reallocate those funds from the Chancellor's contingency to the appropriate department.
- \$72,000 was transferred into Travel & Conference Expense
- Transfer in several enterprise accounts to allow them to spend fund balance now that the FY2008 books have been closed and balances have been verified.
- Transfer to increase U-PASS budget at KK

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

- As provided on the project status report, we are continuing to make progress on our two current projects Data Migration and Reporting and Data Warehousing Phase 2.
 - Data Warehousing Phase 2 We incurred some scope creep and are now preparing a Change Order to add an enhancement to our Cognos Dashboard. The enhancement will provide a better quality user interface and better analytical tools for our users. We are also working with Cognos to upgrade the software. These changes will add approximately two weeks to the project. Funding changes are still being determined (initial discussions with Cognos estimate the upgrade at \$9,500). However, we are still plan to have a working dashboard in place before the chancellor's retirement.
 - Emergency Notification Working with facilities and security to implement a service that will allow us to better communicate with our students during emergency situations.

New Projects:

Academic Advising – We are delaying the upgrade of PSSA until January, 2010. The project will commence this
month.

Next few months:

- Data Management We are working with HR to develop a pilot for electronic document management.
- Student Portal A place where students can access all of their online services including SA self-service, Blackboard, online tutorial applications, etc.
- Last month we reported the retirement of SPAS. This month we will begin dismantling the front-end interfaces and controllers that connected us to the mainframe from our 5th floor server room.

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

Office of Administrative Services Report:

Board Reports

6A Purchase of Public Safety and Security Supplies

Due to the recent safety and security issues that have arisen in the campus facilities, the District has a need to purchase security wands, security apparel for the various campus security personnel and light bars for the vehicle fleet through joint purchasing from a State of Illinois contract for an amount not to exceed \$150,000.

Project Updates

Federal Stimulus Funding

The District has been very active in the last thirty days identifying for both the City and State various capital construction programs as well as job training and academic curricula that qualifies for funding under President Obama's anticipated Stimulus Funding Package anticipated for passage soon. There are several levels of anticipated funding for the project, mostly related to projects being "shovel-ready" or ready for start or implementation in the next 90 days, renovation of existing buildings rather than new construction, supportive of green technology in that educational programs re-tool for the future and building environments work to reduce their carbon footprints, and can be completed within twelve months from award. The impact on the economy with dollars being awarded to contractors and job creation for newly trained workers must be immediate. At this point we have identified close to \$300 million dollars for inclusion with the City's request.

Office of Administrative Services Report - continued

With the Illinois Community Colleges Consortium, the District has identified not only building infrastructure renovations but new construction totaling \$421 million that is green and continues with our overall goal of reducing the District's energy consumption while allowing energy and environmental policies that positively impact college operations and academic offerings. Funding for these projects is also slated from the Stimulus package.

With the goal of having projects out immediately after funding, the City Task Force is identifying procurement strategies and eliminating impediments to timely project start-ups for its sister agencies. To that end, Administrative Services and Procurement will be bringing to the Board in subsequent meetings recommendations for award to support these projects.

New Kennedy-King Campus

Progress continues to be made working with the Public Building Commission and McClier/AECom to complete the identified punchlist items related to the electrical and HVAC systems. Involved in this process continues to be the architects, engineers, contractors, Kennedy-King staff as well as representatives of Administrative Services. We still anticipate final results in the next 45 days and will keep the Board informed.

Old Kennedy-King Campus

Administrative Services has been still reviewing the proposals for the demolition of the vacant facility on Wentworth and will present recommendations to the Board next month. We are still meeting with the City's Department of Planning and Development on the TIF designation as well potential partners for the land once cleared. We are still moving ahead with the planned demolition.

CASH IN BEGINNING CASH BALANCE PROPERTY TAXES TUITION / FEES	Jul-08 Actual 9,140,414 \$8,653,908 2,345,3908	Aug-08 Actual 9,580,784 \$307,891 \$9,894,346 1,280,362	\$ep-08 Actual \$13,325,058 \$2,114,891 \$3,762,781	Oct-08 Actual \$16,389,393 \$7,253,305 \$3,320,344 2,090,862	Nov-08 Actual \$13,689,733 \$28,846,753 \$3,189,086	Actual \$10,326,743 \$7,936,718 \$42,19,855 675,240	Actual Actual \$18,855,116 \$824,648 \$9,331,168 1,519,017	Estimated \$19,043,617 \$3,247,960 \$1,941,000	Mar-09 Projected \$17,516,715 \$47,917,684 \$2,00,000 \$2,205,000	Apr-09 Projected \$3,112,656 \$8,715,282 \$2,542,000	May-09 Projected \$2,556,463 \$839,432 \$3,511,000	Jun-09 Projected \$4,787,028 \$471,078 \$4,884,000	
INTEREST RECEIVED FED DRAWS - DOE & DHHS GRANTS / MISC/REIMBURSEMEN TOTAL CASH OUT FACULTY / STAFF/FWS PAYRO! TUITION REFUND ACCTS PAYABLES / MISC TOTAL		1,760,253 385,840 2,718,630 1,115,492 17,457,813 813,719,661 668,688 20,291,209 34,679,558	1,204,170 459,244 1,427,067 807,659 9,775,811 \$11,148,388 285,648 17,089,099 285,648 17,089,099	19,346,175 825,980 11,122,678 6,313,551 50,272,894 811,159,656 2,993,228 15,620,964 29,773,847	1,809,587 251,919 14,847,516 965,027 49,909,889 \$10,917,684 10,953,942 10,953,942 10,953,942 10,953,942 10,953,942 10,953,942	3,240,030 426,516 2,248,861 927,395 19,874,593 \$10,809,320 2,353,700 14,745,294 27,508,314	\$1,808,499 458,419 20,382 1,290,893 23,153,926 \$12,092,216 530,676 13,663,763 263,763 263,763 263,763 263,763 27,286	7,897,398 410,066 752,399 931,502 15,180,325 871,718,372 471,591 14,165,79 96,506,579	2,600,838 257,222 14,730,203 767,000 69,200,516 811,220,645 3,702,507 23,642,341 38,645,404	7,279,745 649,737 2,722,649 1,411,000 25,370,808 \$10,475,493 5,699,152	15,960,285 210,834 776,970 2,287,79,776 25,779,776 88,891,118 1,112,012 1,335,972	\$07,715 274,733 1,222,155 1,522,000 8,884,680 \$9,166,521 449,265 19,958,108	715 733 733 1155 680 680 680
MONTHLY NET CASH	(19,223,135)	(17,221,745)	(18,747,324)	20,499,047	11,745,784	(8,033,721)	(3,132,730)	(11,116,217)	30,635,022	(10,226,611)	(3,559,326)	(20,689,213	13)
NET CASH FROM (TO) INVESTME	19,663,506	20,966,019	21,811,659	(23,198,708)	(15,108,774)	16,562,093	3,321,231	9,589,315	(45,039,082)	9,670,418	5,789,891	19,440,978	78
ENDING CASH BALANCE	9,580,784	13,325,058	16,389,393	13,689,733	10,326,743	18,855,116	19,043,617	17,516,715	3,112,656	2,556,463	4,787,028	3,538,792	92
INVESTMENTS SHORT-TERM INVESTMENTS - UNRESTRICTED CASH BEGINNING BALANCE \$82,472,571 TRANSFERS IN \$22,000,000 TRANSFERS OUT \$22,000,000 ENDING BALANCE 62,999,442	**ESTRICTED CAS \$82,472,571 2,526,871 \$22,000,000 62,999,442	\$62,999,442 \$105,220 \$45,500,000 22,604,662	\$22,604,662 9,798,850 \$13,400,000 19,003,512	\$19,003,512 58,735,208 \$20,000,500 57,738,220	\$57,738,220 28,349,931 \$18,500,000 67,588,151	\$67,588,151 19,958,708 \$32,000,000 55,546,859	\$55,546,859 16,342,661 \$40,000,000 31,889,521	\$31,889,521 26,231,685 \$20,500,000 37,621,206	\$37,621,206 73,339,082 \$88,300,000 22,660,287	\$22,660,287 27,506,582 \$32,000,000 18,166,869	\$18,166,869 28,162,109 \$24,000,000 22,328,978	\$22,328,978 15,517,022 \$20,000,000 17,846,001	78 00 01
INTEREST INCOME	\$127,525	\$64,605	\$39,681	\$34,868	\$40,344	\$43,439	\$14,245	\$13,287	\$15,676	\$9,442	\$7,570	\$9,304	4
SHORT TERM INVESTMENTS @ PFM- SHORT TERM INVESTMENT BEGINNIG BALANCE 60,514,682 60,618,456 TRANSFERS OUT \$10,080,000 \$6,4456 \$60,613,895 FRANSFERS OUT \$60,618,456 \$60,613,895	M- SHORT TERM 60,514,682 10,183,774 \$10,080,000 \$60,618,456	10/VESTMENT 60,618,456 19,995,444 \$80,613,899	80,613,899 122,657 \$15,272,000 \$65,464,556	65,464,556 5,270,661 \$25,619,000 \$45,116,217	45,116,217 25,508,843 \$20,250,000 \$50,375,059	50,375,059 10,132,347 \$15,000,000 \$45,507,407	45,507,407 30,272,945 \$10,215,000 \$65,565,351	65,565,351 0 \$15,321,000 \$50,244,351	50,244,351 70,000,000 \$10,000,000 \$110,244,351	110,244,351 5,000,000 \$10,167,000 \$105,077,351	105,077,351 0 \$10,000,000 \$95,077,351	95,077,351 0 \$15,000,000 \$80,077,351	20 00 E
INTEREST INCOME	\$141,123	0\$	\$122,657	\$270,768	\$131,250	\$133,969	\$85,694	\$72,047	\$15,672	\$124,264	\$63,303	\$125,000	.0
SHORT-TERM INVESTMENTS - RESTRICTED CASH BEGINNING BALANCE \$936,619 TRANSFERS IN		- SEAWAY NATIO 577,150 770 0 \$577,920 \$0	SEAWAY NATIONAL BANK (FOR THE ELECTR 577,150 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	THE ELECTRICAL 0 0 0 \$\frac{\$50}{\$50}\$	AL PROJECT WITH 0 0 0 0 \$\frac{\$50}{\$50}\$	1 CDB)	000999	0000	000	0008	0 0 0 9 9 9 9	93.63	000000
INTEREST INCOME	\$921	\$770	\$0	\$0	\$0	0\$	0\$	\$0	\$0	\$0	0\$	49	\$0
MEDIUMILONG TERM INVESTMENTS @ PFM-WORKING CASH BEGINNING BALANCE	rs @ PFM-WORKI 57,748,941 1,665,187 <u>\$1,670,000</u> \$57,744,129	ING CASH 57,744,129 3,672,149 \$3,664,745 \$57,751,532	57,751,532 3,974,237 <u>\$7,468,793</u> \$54,256,976	54,256,976 17,664,520 \$13,107,000 \$58,814,496	58,814,496 0 \$58,814,496	58,814,496 7,871,040 \$7,550,268 \$59,135,267	59,135,267 5,042,848 <u>\$4,826,813</u> \$59,351,302	59,351,302 5,300,000 \$5,300,000 \$59,351,302	59,351,302 2,500,000 \$2,500,000 \$59,351,302	59,351,302 4,250,000 \$4,260,000 \$59,341,302	59,341,302 2,500,000 \$2,500,000 \$59,341,302	59,341,302 0 \$59,341,302	2 O O O
INTEREST INCOME	\$72,198	\$181,963	\$173,750	\$508,081	\$53,125	\$212,188	\$134,710	\$164,563	\$125,000	\$508,531	\$53,125	\$41,995	2
MEDIUMLONG TERM INVESTMENTS @ PFM-TRUMAN PARKING GARAGE PROJECT BEGINNING BALANCE 30,543,44 30,595,993 30,596,794 TRANSFERS IN 2,552,558 200,800 576,883 TRANSFERS OUT \$2,500,000 \$2,500,000 \$0 FRANSFERS OUT \$200,000 \$200,000 \$0 ENDING BALANCE \$30,596,794 \$31,173,677	S @ PFM- TRUM/ 30,543,434 2,552,558 \$2,500,000 \$30,595,993	AN PARKING GAR 30,595,993 200,801 \$200,000 \$30,596,794	30,596,794 576,883 \$31,173,677	31,173,677 437,989 \$434,000 \$31,177,666	31,177,666 0 \$31,177,666	31,177,666 0 \$31,177,666	31,177,666 9,916,851 \$9,850,000 \$31,244,517	31,244,517 0 \$31,244,517	31,244,517 0 \$31,244,517	31,244,517 0 \$31,244,517	31,244,517 2,650,000 \$2,622,000 \$31,272,517	31,272,517 3,500,000 \$3,458,000 \$31,314,517	~ 0 0 ~
INTEREST INCOME	\$389,663	\$106,189	\$93,375	\$4,764	\$0	\$0	\$210,332	\$104,544	\$93,375	\$0	\$59,637	\$86,872	. 2
MEDIUMILONG TERM INVESTMENTS @ PFM. OPEB BEGINNING BALANCE 9,504,572 TRANSFERS OUT \$9,187,000 ENDING BALANCE \$9,677,056	S @ PFM- OPEB 9,659,484 9,204,572 \$9,187,000 \$9,677,056	9,677,056 6,151,264 \$6,149,000 \$9,679,320	9,679,320 3,085,358 <u>\$3,228,852</u> \$9,535,827	9,535,827 250,830 \$9,786,657	9,786,657 0 <u>\$0</u> 78,786,657	9,786,657 3,124,494 \$3,098,415 \$9,812,737	9,812,737 252,860 \$257,583 \$9,808,014	9,808,014 0 \$9,808,014	9,808,014 0 \$9,808,014	9,808,014 0 \$9,808,014	9,808,014 1,200,000 \$1,180,000 \$9,828,014	9,828,014 0 \$9,828,014	4 O O 4
INTEREST INCOME	\$13,438	\$32,314	\$29,781	\$7,500	\$27,200	\$36,920	\$13,438	\$55,625	\$7,500	\$7,500	\$27,200	\$11,563	23
TOTAL TRANSFER FROM TOTAL TRANSFER TO NET INCREASE(DECREASE) TO	45,797,389 \$26,133,884 \$19,663,506	56,091,666 \$35,125,647 \$20,966,019	39,369,645 \$17,557,985 \$21,811,659	\$9,160,500 \$82,359,208 (\$23,198,708)	38,750,000 \$53,858,774 (\$15,108,774)	57,648,683 \$41,086,589 \$16,562,093	65,149,396 \$61,828,165 \$3,321,231	41,121,000 \$31,531,685 \$9,589,315	100,800,000 \$145,839,082 (\$45,039,082)	46,427,000 \$36,756,582 \$9,670,418	40,302,000 \$34,512,109 \$5,789,891	38,458,000 \$19,017,022 \$19,440,978	
													213

City Colleges of Chicago Monthly Micro City Purchases January 2009

THIS REPORT WAS PREPAREDBY MICRO CITY REGARDING SHIPPED AND INVOICED PRODUCTS. THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY.

EQUIPMENT				RELATED	MAINTENANCE/	TOTAL PER
LOCATION	COMPUTERS	PRINTERS	SOFTWARE	EQUIPMENT	TRAINING	LOCATION
Richard J. Daley College	\$26,215.00	\$0.00	\$3,352.00	\$8,744.00	\$0.00	\$38,311.00
		1	\$3,002.00	\$6,744.00	\$0.00	\$30,377.00
West Side Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harold Washington College	\$17,875.00	\$0.00	\$1,625.00	\$32,562.00	\$0.00	\$52,062.00
Kennedy-King College	\$852.00	\$0.00	\$0.00	\$1,899.00	\$0.00	\$2,751.00
Dawson Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Malcolm X College	\$730.00	\$748.00	\$0.00	\$5,072.00	\$0.00	\$6,550.00
West Side Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Olive-Harvey College	\$5,875.00	\$584.00	\$2,737.00	\$871.00	\$0.00	\$10,067.00
South Chicago Learning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harry S. Truman College	\$18,200.00	\$0.00	\$3,348.00	\$21,790.00	\$0.00	\$43,338.00
Harry S. Truman Technical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lakeview Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wilbur Wright College North	\$0.00	\$0.00	\$65.00	\$870.00	\$0.00	\$935.00
Wilbur Wright College South	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00
Humboldt Park Vocational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Office(exclusive of OIT)	\$4,213.00	\$574.00	\$390.00	\$1,895.00	\$0.00	\$7,072.00
Office of Information Technology	\$1,229.00	\$377.00	\$1,694.00	\$141,926.00	\$0.00	\$145,226.00
TOTAL	677.400.00					
IVIAL	\$75,189.00	\$2,283.00	\$13,211.00	\$215,629.00	\$0.00	\$306,312.00

1J - Re-communicate Tuition, Fees & Charges - To exercise an abundance of caution, the District's General Council has decided to re-agenize the December 2008 board action on the adoption of the tuition and fee proposal. A cross

functional committee was formed to develop this recommendation. Many meetings were held with colleges, staff, and student groups to discuss the long range financial plan, the impact of the projected deficits, and the proposed efficiencies, cost reductions and potential tuition and fee increases. Enclosed in your board materials is the report that summarizes the Committee's work and recommendations.

Agreements

- 4A is a professional services agreement with Deloitte & Touché for the FY2008 annual audit for the additional hours and work performed in an amount not to exceed \$25,200 for a total contract amount of \$788,200. (OFFICE OF FINANCE)
- 4B authorizes the execution of agreements with the following persons/entities whereby lobbying services will be provided for the period of February 5, 2009 through January 31, 2010 legislative services rendered on behalf of City Colleges of Chicago: (INTERGOVERNMENTAL AFFAIRS)
- Taylor Uhe, LLC, at an annual fee of \$90,000.00, plus out-of-pocket expenses not to exceed \$2,000 per year;
- Vincent R. Williams and Associates at an annual fee of \$82,000, plus out of pocket expenses not to exceed \$8,400 per year;
- Luking and Associates at a annual fee of \$46,000 plus out-of-pocket expenses not to exceed \$3,000 per year.
- 4C executes a professional services agreement with the Council on Quality and Leadership in the amount not to exceed \$20,000.00 for accreditation review services at the Office of Vocational Training and Development. (HAROLD WASHINGTON COLLEGE)
- 4D ratifies and executes a software licensing agreement with Imaginit Technologies for Truman, Daley, Wright & Harold Washington Colleges for the AutoCAD software at a total cost of \$28,025 for one year period beginning December 31 2008 through December 30, 2009. (TRUMAN, DALEY, WRIGHT & HAROLD WASHINGTON COLLEGES)
- 4E execute an agreement with Medical Education Technologies, Inc. in an amount not to exceed \$50,000 for the purchase of additional software, equipment, training and maintenance services beginning February 5, 2009 through February 5, 2011 for the Nursing Laboratory. (KENNEDY-KING COLLEGE)

Section 6 - Purchases -

- 6A issuance of purchase orders to Galls, an Aramark Company for a total amount not to exceed \$150,000 for staff to purchase public safety supplies District-Wide from February 5,2009 through October 31, 2009. (ADMINISTRATIVE SERVICES)
- 6B issuance of purchase order(s) on an as needed basis for a period of three (3) years beginning February 5, 2009 through February 4, 2012 to Broadview Property Management, LLC in an annual total amount not to exceed \$24,914 to purchase and repair ISDN phones and miscellaneous equipment, the issuance of a purchase order(s) to D&S Communications in an annual total amount not to exceed \$59,246 to purchase and repair standard phones and KSU equipment, and the issuance of a purchase order(s) to Call One, Inc. in an annual total amount not to exceed \$27,473 to purchase and repair conference room phones and headsets with an option to extend for one (1) additional year, in accordance with the specifications of Sealed Bid # NU0815 dated November 10, 2008. (OFFICE OF INFORMATION TECHNOLOGY)
- 6C issuance of purchase order to Shimadzu Scientific for \$19,531 for the purchase of a high performance liquid chromatograph in accordance with the specifications of Sealed Bid # DT0817 dated October 31, 2008. (DALEY COLLEGE)

CAMPUS/DEPT.	VENDOR	AMOUNT	DESCRIPTION
District-Office, Harold	AT&T Inc.	\$192,743.84	Utilities- Telecommunication
Washington, Olive-			
Harvey, Wright College			
District Wide	Qwest	\$4,513.53	Utilities-Long Distance Service
	Communication	A 44.000.00	
District, Kennedy-King,	United States	\$44,890.00	Postage
Olive-Harvey College	Postal Service	\$77.040.40	Utilities-Natural Gas
District Office, Harold Washington College	Peoples Energy	\$77,819.13	Otilities-Natural Gas
District Office	Peoples Energy	\$3,807.63	Utilities-Com Ed
District Office, Harold	Pitney Bowes	\$2,905.57	Postage
Washington, Olive-	Filliey bowes	\$2,905.57	Fostage
Harvey, Wright College	8		
Wright College	Fisher Scientific	\$960.23	Purchase of Scientific
			Equipment and Supplies from
	1	=,	U.S. Communities Government
	s 2		Purchasing Alliance
District Wide	Office Depot	\$37,756.76	Purchase of Office Supplies
			from U.S. Communities
	· · · · · · · · · · · · · · · · · · ·		Government Purchasing
D: 1: 1000	M 11 055	040.044.00	Alliance
District Office,	Magnetic Office Product –	\$16,911.69	Purchase of Office Supplies
Kennedy –King, Harold Washington, Truman,	Product –		from Illinois Community College System Purchasing Consortium
Olive Harvey, Wright			(ICCSPC) MBE Partner to
College			Corporate Express
Kennedy-King	Jostens	\$3,500.20	Graduation Cap & Gown
Malcolm X College		, , ,	Purchase/Rental Services from
Olive-Harvey College	y a		Illinois Community College
Wright College		5	System Purchasing Consortium
			(ICCSPC)
Daley College	Centennial	\$166,468.97	Job Order Contracting Services
la:	Contractors		from Illinois Community College
n.	Enterprises Inc.		System Purchasing Consortium (ICCSPC)
Daley College	Home Depot		Maintenance Supplies from
Daily Dollage	Homo Dopot	\$408.74	U.S. Communities Government
			Purchasing Alliance
			<u> </u>

City Colleges of Chicago Fiscal 09 Year to Date (7/1/08 - 01/31/09)

THIS REPORT WAS PREPAREDBY MICRO CITY REGARDING SHIPPED AND INVOICED PRODUCTS. THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY.

EQUIPMENT	T I			RELATED	MAINTENANCE/	TOTAL PER
LOCATION	COMPUTERS	PRINTERS	SOFTWARE	EQUIPMENT	TRAINING	LOCATION
Richard J. Daley College	\$35,746.00	\$2,861.00	\$10,183.00	\$37,451.00	\$0.00	\$86,241.00
West Side Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harold Washington College	\$51,271.00	\$121.00	\$8,536.00	\$91,349.00	\$0.00	\$151,277.00
Kennedy-King College	\$16,203.00	\$2,308.00	\$9,966.00	\$23,553.00	\$0.00	\$52,030.00
Dawson Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				7.1		
Malcolm X College	\$45,393.00	\$8,459.00	\$10,436.00	\$46,384.00	\$0.00	\$110,672.00
West Side Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Olive-Harvey College	\$11,518.00	\$793.00	\$8,349.00	\$11,777.00	\$0.00	\$32,437.00
South Chicago Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harry S. Truman College	\$32,638.00	\$13,003.00	\$31,056.00	\$107,203.00	\$0.00	\$183,900.00
Harry S. Truman Technical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Center						
Lakeview Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wilbur Wright College North	\$19,572.00	\$1,656.00	\$3,040.00	\$32,286.00	\$0.00	\$56,554.00
Campus						
Wilbur Wright College South	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Campus						
Humboldt Park Vocational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Educational Center						
District Office(exclusive of OIT)	\$22,306.00	\$4,496.00	\$3,897.00	\$10,867.00	\$0.00	\$41,566.00
Office of Information Technology	\$9,372.00	\$1,439.00	\$242,534.00	\$217,518.00	\$389,154.00	\$860,017.00
TOTAL	\$244,019.00	\$35,136.00	\$327,997.00	\$578,388.00	\$389,154.00	\$1,574,694.00

City Colleges of Chicago Fiscal 09 Year to Date (7/1/08 - 12/31/08)

THIS REPORT WAS PREPAREDBY MICRO CITY REGARDING SHIPPED AND INVOICED PRODUCTS. THIS REPORT IS FOR INFORMATIONAL PURPOSES ONLY.

EQUIPMENT				RELATED	MAINTENANCE/	TOTAL PER
LOCATION	COMPUTERS	PRINTERS	SOFTWARE	EQUIPMENT	TRAINING	LOCATION
Richard J. Daley College	\$9,531.00	\$2,861.00	\$6,831.00	\$28,707.00	\$0.00	\$47,930.00
West Side Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harold Washington College	\$33,396.00	\$121.00	\$6,911.00	\$58,787.00	\$0.00	\$99,215.00
Kennedy-King College	\$15,351.00	\$2,308.00	\$9,966.00	\$21,654.00	\$0.00	\$49,279.00
Dawson Technical Institute	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Malcolm X College	\$44,663.00	\$7,711.00	\$10,436.00	\$41,312.00	\$0.00	\$104,122.00
West Side Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Olive-Harvey College	\$5,643.00	\$209.00	\$5,612.00	\$10,906.00	\$0.00	\$22,370.00
South Chicago Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Harry S. Truman College	\$14,438.00	\$13,003.00	\$27,708.00	\$85,413.00	\$0.00	\$140,562.00
Harry S. Truman Technical Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lakeview Learning Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wilbur Wright College North Campus	\$19,572.00	\$1,656.00	\$2,975.00	\$31,416.00	\$0.00	\$55,619.00
Wilbur Wright College South Campus	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Humboldt Park Vocational Educational Center	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
District Office(exclusive of OIT)	\$18,093.00	\$3,922.00	\$3,507.00	\$8,972.00	\$0.00	\$34,494.00
Office of Information Technology	\$8,143.00	\$1,062.00	\$240,840.00	\$75,592.00	\$389,154.00	\$714,791.00
TOTAL	\$168,830.00	\$32,853.00	\$314,786.00	\$362,759.00	\$389,154.00	\$1,268,382.00

Report to the Finance and Administrative Services Board Committee on Actions of the PBC.

March 5, 2009

At the February meeting of the Board of Commissioners of the Public Building Commission of Chicago, no actions relating to the City Colleges of Chicago were taken.