Office of Finance Reports:

Treasury

Included in the Office of Finance folder is the Treasurer's monthly investment and cash flow report. The total projected cash inflow is $7 million higher than previously reported due to the higher amount received for student financial aid in the month of October. The total projected cash outflow is $2.5 million higher than last month's report due primarily to increased student refunds because of higher enrollment.

The current investment policy requires a minimum cash balance of no less than three months of expenditures or approximately $85 million. The total cash balance of $99.9 million as of the end of October which is made up of $99.3 million for operating and $640,000 for non-operating primarily for the Truman project. The operating cash balance of $99.3 million includes $6.8 million in the depository accounts and $300,000 in the Illinois Funds, $28.3 million in the PFM prime funds, $40.2 million in other short-term investments managed products by PFM and $24.3 million in the IIIT term which include FDIC insured Certificates of Deposit.

Included in the Office of Finance folder are the investment reports from PFM for the month ending October 31, 2009. The approximately $183.4 million of portfolios under PFM management are all performing better or in line with the respective benchmarks.

Other Treasury Activity

Bank Activity

- Continue to work with JPMorgan Chase to implement an Accounts Payable Vendor Purchasing Card Program. OIT is exploring the option of having Mastercard create a new custom mapper to export the transaction information.
- Dunbar Armored Car Services was approved by the Board as City Colleges’ preferred vendor. Contract negotiations are in process.
- Higher One was approved as City Colleges’ preferred vendor for Electronic Student Refunds. Continue to work collaboratively with Student Financial during contract negotiations.

Disbursements

<table>
<thead>
<tr>
<th>Payroll</th>
<th>November 2009</th>
<th>October 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Checks Printed</td>
<td>3,033/$2.1M</td>
<td>2,818</td>
</tr>
<tr>
<td>Payroll Direct Deposit</td>
<td>8,486/$9.4M</td>
<td>7,615</td>
</tr>
</tbody>
</table>

- 4,259 Accounts Payable checks were printed for a total of $9,055,432

Property Taxes/State Funds

- Received $20,718,942.18 in property taxes and $903,307 in state funds. $15 million was transferred to the PFM Prime Fund Account. The remaining balance was transferred to the General F Account for operating purposes.
Office of Finance Reports: continued

Investments – Illinois Funds

- The Illinois Funds Money Market Fund Account November ending balance was of $184,118.

Investments – PFM Asset Management

- Opened a new Working Cash IIIT Account to invest in 1-2 year Certificates of Deposit.
- PFM Prime Fund Account. Current balance: $35,329,799 @ 0.23 bps
- Short Term Operating Account. Reinvested a $10,040,000 security.
- Short Term Operating Account (IIIT Fund Certificate of Deposits)/Short Term Operating Account (IIIT Term Securities). No New Activity.
- IIIT Capital Improvements Project Account. No new activity.

City Colleges of Chicago Foundation

- $1,985,273 was invested into a 30/70 (Equity/Fixed Income) portfolio. The remaining $2.9 million is invested in a Chase Savings Account that will be invested in staggering increments pending market conditions. The Savings Account is paying 0.40 bps.

Budget Activities:

- Provided salary analysis to negotiations team for the janitor’s union
- Provided year end journal entries to Controller’s Office
- Reviewed year end trial balance
- Provided updated financial data to the APSA Library Review Committee
- Provided FY 2008 unit cost data to Chancellor
- Developed new benefits allocation methodology
- Provided adult education restricted and unrestricted spending history to the Chancellor
- Provided funding to the colleges to cover ethics training payments to IEA-NEA employees
- Prepared staffing ratio comparison for all of the colleges based on the monthly employee demographic report that is distributed by the Office of Human Resources

Controller’s Office:

- Posted 99% of FY 2009 transactions
- Posted 75% of PSSA transactions for period of 7/1/09-9/30/2009.
- Completed WYCC Audit Report and CPB online filing by due date of 11/30/2009
- Submitted $1.1M of Grants Billing:
  - $164K of Local Grants
  - $931K of Federal Grants
  - $2.4K of Private Grants
- Submitted Grant Spending Reports to ED’s and other District Personnel as of 10/31/2009 on 11/19/2009
- Submitted Final Trial Balances to external auditors for ICCB and Program Specific Grants
- Prepared draft financial statements for the ICCB and Program Specific Grants
Office of Finance Reports: continued

Student Financial Activities:

- We disbursed, to eligible Financial Aid students, 100% of both their Pell and Supplemental Equal Opportunity Grant (SEOG) and 100% of Monetary Award Program (MAP) and Illinois Incentive for Access (IIA) for the Fall 2009. Total federal and state funds awarded to students for the Fall 2009 term are as followed:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell</td>
<td>$39,855,000</td>
</tr>
<tr>
<td>SEOG</td>
<td>585,500</td>
</tr>
<tr>
<td>MAP</td>
<td>5,391,000</td>
</tr>
<tr>
<td>IIA</td>
<td>744,750</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$46,576,250</td>
</tr>
</tbody>
</table>

Student Finances issued approximately 19,000 refund transactions, 9318 (49%) direct deposit via ACH and 9737 (51%) paper check. Total amount refunded to students for the month of November was approximately $17m.

Electronic Student Refunds - We are currently in contract negotiations with Higher One, Inc. This vendor will provide City Colleges of Chicago with a refund management system that will provide students the option of receiving their refunds in a faster and more convenient way.

The following statistical data demonstrates the number of students selecting to receive their refunds electronically.

<table>
<thead>
<tr>
<th>Methods of Payment</th>
<th>DA</th>
<th>HW</th>
<th>KK*</th>
<th>MX</th>
<th>OH</th>
<th>TR</th>
<th>WR</th>
<th>District Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposit (Checking)</td>
<td>613</td>
<td>1,111</td>
<td>470</td>
<td>1,392</td>
<td>532</td>
<td>1,679</td>
<td></td>
<td>6,262</td>
</tr>
<tr>
<td>Direct Deposit (Savings)</td>
<td>20</td>
<td>57</td>
<td>14</td>
<td>31</td>
<td>16</td>
<td>11</td>
<td>59</td>
<td>208</td>
</tr>
<tr>
<td>Debit Card (Financial Aid)</td>
<td>1,176</td>
<td>1,044</td>
<td>5,031</td>
<td>2,305</td>
<td>952</td>
<td>229</td>
<td>590</td>
<td>11,327</td>
</tr>
<tr>
<td>Debit Card (Non-Financial Aid)</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>30</td>
<td>35</td>
</tr>
<tr>
<td>Grand Totals</td>
<td>1,809</td>
<td>2,213</td>
<td>5,515</td>
<td>3,732</td>
<td>1,500</td>
<td>705</td>
<td>2,358</td>
<td>17,832</td>
</tr>
</tbody>
</table>

Percentage of Total Number of Students

| District | 10.1% | 12.4% | 30.9% | 20.9% | 8.4% | 4.0% | 13.2% |
Office of Finance Reports: continued

Student’s Uncollectible Accounts – During the month November, we submitted to Harris and Harris Ltd, the District’s student collection agency, approximately $2.5 million (4300 records) of fiscal year 2009 write-off of student accounts. The average uncollected student debt owed is about $582.

Business and Procurement Services
Period Covered: Nov. 1, 2009 – Nov. 30, 2009

The Office of Procurement Services has successfully received Board approval for 27 board items at the November Board meeting. We also are requesting approval for 21 board items for the December meeting. We have successfully processed 61 purchase orders over $5,000 with total expenditures in the amount of **$2,217,728.45**. The colleges created 1222 purchase orders under $ 5,000 with total expenditures of **$816,362.23**. Procurement entered 142 new vendors and 83 vendor updates into the vendor database. The following are the current Bid Projects:

<table>
<thead>
<tr>
<th>Dept/Campus</th>
<th>Solicitation</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Letter of Interest-Truman College Interior Renovation and Space Planning</td>
<td>Due Date – 12-1-09</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bids being Prepared</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Elevator Repair- District Office</td>
<td>Expected Ad Date 12-11-09</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Final review with Consultant 12-2-09)</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>MX New Service Building</td>
<td>Expected Ad Date 12-11-09</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Future Bid Projects</td>
<td></td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Mechanical/HVAC –District Wide</td>
<td>Expected Ad Date January 2010</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Plumbing Repair –District Wide</td>
<td>Expected Ad Date January 2010</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Lawn Care and Tree Maintenance –District Wide</td>
<td>Expected Ad Date February 2010</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Copier and Reproduction Equipment and Services –District Wide</td>
<td>Expected Ad Date April 2010</td>
</tr>
</tbody>
</table>
Office of Finance Reports: continued

The Office of Business Services (Accounts Payable) has processed a total of 2835 vouchers for vendor payment from 11-1-09 through 11-30-09.

Administrative Services:

Board Reports

4.0 Extension of Chiller Maintenance Contract, Daley and Olive Harvey Colleges

Board Report #26698 authorized Hill Mechanical to test and maintain the chillers that they also installed. Administrative Services is requesting that the contract be extended an additional four years at the same price accepted in 2005 from Hill Mechanical to perform as the manufacturer authorized service agent to maintain the current equipment warranty. The indirect M/WBE utilization has been reviewed by the Office of Contract Compliance and found acceptable. The award is for a total of $48,944 covering both Daley and Olive Harvey.

4.01 Pre-Qualification of Architectural & Engineering Services for Fire Alarm System Upgrade and Fire Suppression System for Wright and District Office

Thirty four firms were notified of the need for design services for the fire alarm and suppression systems within the District and eight firms responded. Schirmer Engineering, Glenview, IL, was found to be the most qualified based on their past experience in the field of designing and preparing the bid documents for appropriate systems and overseeing the installation, as well as the work histories of the project staff committed to this project and references from clients. This project from beginning to end for the two facilities is not expected to exceed $200,000 for a two year period. Full M/WBE compliance has been reviewed and accepted.

4.02 Board Up Services for the Vacated Kennedy-King Building

With the approval of the demolition contractor for the vacated Kennedy-King building today, Administrative Services anticipates the need of board up services no longer than three months when the building has been turned over to the contractor. The monthly fee is $24,914, not to exceed $64,005 based on any unforeseen circumstances.

4.03 Rental of Graduation Site for Harold Washington

4.06 Abatement and Demolition of Old Kennedy-King College

The District worked with Teng and Associates to survey the property and design a technical specification for public bid to abate hazardous waste, demolish the physical structure, remediate the contaminated soil and restore the site as a green space that provides the community additional street lighting and clear lines of sight of the lot to promote safety. Eight bids were received as a result of the public bid issued by Procurement Services and evaluated, with the recommendation to award to Brandenburg Industrial Service Company, Chicago, IL, as the lowest responsive, responsible bidder at a submitted price of $6,276,000. Administrative Services is requesting authorization to enter into a contract with Brandenburg for an amount not to exceed $6,903,600, ($6,276,000 with a 10% contingency of $627,600) for a period of ten months. Full M/WBE compliance was submitted by Brandenburg, including Prinmar Corporation, (WBE) Eason Environmental Services and South Chicago Trucking.

7.02 Purchase of Lavatory Paper Supplies, District Wide

With the withdrawal of the previous paper supplier since they could not supply products that fit the District’s dispensers, Administrative Services has worked with Procurement to identify Malcolm Eaton Enterprises thru the
Administrative Services: continued

State of Illinois at an amount not to exceed $100,000. M/WBE participation has been waived due to the vendor’s not for profit status as an assist agency that provides employment for adults with development disabilities and performs all work in house.

7.03 Emergency Hot Water Heater Replacement, Truman College

Board Report #29832 ratified payment to Delta for emergency work for the estimated amount of $24,933 to replace the heater. When the work was completed, an additional $3,789.40 was billed. Review of the work and invoice found the charges reasonable and necessary to complete the installation. We are requesting authority to pay the final amount over the original estimate.

7.04 Parking Spaces, District Office and Harold Washington

The District currently provides 29 parking spaces for employees that travel extensively throughout the City and exercise in and out privileges in the InterPark parking lots that are used. We are requesting three additional spaces, at a not to exceed price of $4,830 in addition to the $91,220 already approved. Working with the Finance Department, the cost of the monthly parking pass is far less than the reimbursement of monthly out of pocket parking expenses.

7.04 Purchase of Locks and Lock Parts

To provide the Chief Engineers with lock systems and parts for repair and replacement, the District would like to exercise the joint purchasing from the State of Illinois CMS awarded contract with Stanley Security Solutions/Best Access and A-1 Lock, Inc. that are compatible with our current district wide lock systems. This allows better tracking of inventory and quicker access to parts rather than the individual issuance of purchase orders in each instance.

7.10 Job Order Contract (JOC) Projects, District-wide Monthly Summary

For the month of December, the listed projects have submitted proposals the have been scoped, submitted and reviewed in accordance with the procedures set forth with the Board last month. The projects are for Daley, Olive Harvey and the District Office for the French Pastry Culinary Arts Program. Also submitted are pricing corrections where the incorrect numbers were conveyed in the report. The overall project totals have not changed, just the redistribution of funds among the Public address projects at Humboldt Park, Malcolm X, Arturo Velasquez Institute and Olive Harvey Colleges.

Project Summary

H1N1 Clinic

We have worked in collaboration with the City’s Office of Emergency Management Communications and Department of Public Health to facilitate seven (7) H1N1 clinics at OH, KK, DA, AVI, TR, WR and Malcolm X campuses. All indications are that they are successful. To date, our heaviest turnouts have been at WR, DA and TR, with large but very manageable groups at OH, MX and KK. Salvation Army has started providing staff with light fare during the day and will do so each Saturday we have the clinics.

The clinics have operated during the hours of 3pm-8pm on Tuesdays and Thursdays and 9am-2pm on Saturdays. After this week, the clinics will be going to just Saturdays until the end of January. To date we have served at least 35,600 residents. The Presidents and their college faculty, staff and students have been commended by the City for their generous offer of space for this effort and the manner in which the personnel and citizens have been treated while on City College campuses. On behalf of the Chancellor and the District, we also thank the Presidents and colleges for handling this herculean life safety mission and handling it very well with much respect and dignity on very short notice.
Administrative Services: continued

Truman Student Services and Parking Facility

Construction of the Facility is proceeding on schedule and under budget under the management of the Capital Development Board and the District’s Administrative Services. As mentioned in earlier reports to the Board, getting the permits through the City delayed the general contractor from starting on time, but Walsh has moved expeditiously to recover. To keep the pace, the project engineers have worked with Walsh and CDB, recommending the allowance for additional heat and chemical additives to protect the concrete pour and cure conditions for the remaining six floors in the upcoming weeks. Ideal conditions for concrete are above 32 degrees but rather than halt construction and significantly delaying the building completion, this option has been determined to be the most judicious manner of proceeding. The District has reviewed the findings and concurred. The amount of $540,000 will be set aside from the State’s contingency funds in case the additional methods become necessary.

FY 2010 M/WBE Utilization

For the first quarter of FY 2010, 54% of The $13.6 million spent went to Minority Businesses and 7% went to women owned businesses. Local businesses received 64% of the District's expended funds. This is a great job by the Colleges in the last quarter supporting the program and businesses.

Office of Information Technology:

- The Office of Information Technology continues to work on related to security, process and procedure improvement with a goal of cost savings as well.
- OIT continues to work with the Office of Finance and Deloitte on the IT Financials audit.
- OIT is working closely with the Business Process team and Human Resources Department on the business process analysis and enhancements for the discovery and planning phase of the time and attendance project. First steps are to analyze the many components of pay, locations where work is completed along with all rules that apply to both. The time and attendance project is a multi phased project that could ultimately lead to replacing the Certificate of Attendance with a more automated solution for collecting and processing time and attendance data.
- This concludes my report.