

30932
APPROVED - BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
APRIL 7, 2011

FINANCE, ADMINISTRAIVE SERVICES/PROCUREMENT AND OIT
MINUTES

FEBRUARY 23, 2011

Good morning. I would like to start my remarks this morning providing you an update of the State budget. A quick review of the Governor's proposed FY 2012 budget leads me to believe that his recommendation is a **very good** starting point for the City Colleges of Chicago:

- The base operating grant is funded at last year's amount. However, the current funding formula is not working correctly and is reallocating grant dollars towards adult education funding. CCC benefits because we makes up a large portion of the Adult Education population. There will be an ICCB funding formula task force to try to correct the formula defects. The Finance Office is developing options and solutions CCC can support.
- CCC's additional \$15 million is funded.
- The Governor's press piece points to an extra \$25 million in MAP grant funds with specific support for community college students. We need to study the details.
- Also budgeted at last year's levels: the Veterans Grant, the restricted portion of Adult Education, and Career Technical Education grants.
- Capital Funding - CCC is getting half of the \$66 million in recommended capital funds (Daley College's \$32.8 million). The Finance Office needs to see what happened to Truman College, Olive Harvey College, and Wright College prior year capital appropriations.
- Also, the Finance Office needs to see that we get our share of the \$94 million capital renewal grants. (e.g. Olive Harvey and Daley Colleges should have funds in the State capital budget here to replace temporary facilities.)

I will work with Olga and Farah to review the State budget details and give you a more complete report.

Given the short time frame between board meetings, I will only give you a high level status of activities and initiatives of in the Finance Office during the month of February 2011:

Finance Committee Report - continued

TREASURY:

1. Finalized the evaluation and recommendation for the Investment Manager, looking for Board approval in April.
2. Completing the RFP and RFQ documents for the following services:
 - a. Custodial services
 - b. Safer and more secured cash deposit services
 - c. Electronic corporate card payments to vendors with potential rebate program

CONTROLLER:

1. FY 2011, 1st quarter (July – September, 2010) payment for adult education grants received in the amount of \$1,427,851
2. FY 2011, 2 months' (August – September, 2010) payments for base operating grants received in the amount of \$8,113,924

STUDENT REVENUE:

1. Working with Wright College to begin offering partial payment using Nelnet option
2. Testing of FY12 Fin Aid processing set-up and required info
3. Responding to students regarding their 1098-T questions
4. Begin the processing of defaulted Perkin loans assignments to DOE

ACCOUNTS PAYABLE and FINANCE SYSTEM:

1. Working with OIT to develop specs and requirements for the budget panels to accommodate zero based budgeting for FY 2012
2. Starting tomorrow and continuing over the next 3 weeks we will be meeting with Oracle and OIT for the Finance System fit gap project.
3. ACL data analysis and extraction tool is up and running- we will now begin developing scripts and reports to detect anomalies and identify areas where we can improve efficiency
4. We continue to contact key vendors to begin transition of an electronic payment method; preferably P-card.

BUDGETING:

Presented the annual and budget plan to the Vice Presidents and Executive Directors.

Administrative & Procurement Services

Diane Minor, Vice Chancellor

Board Reports

Agreements

4.00 5-Year Capital Planning Serviced Agreement

As a result of a competitively solicited RFQ, Administrative Services recommends to award a nine (9) month service agreement with Wight & Company to provide capital planning consulting service and technical expertise to assist the Office of Administrative and Procurement Services with the preparation of the 5-year Capital Plan for FY2012-2016, at a cost not to exceed \$183,500 beginning on March 4, 2011 through December 31, 2011. Full M/WBE compliance has been met.

4.01 Abatement and Demolition of the Old Kennedy King College (Amend Board Report 29889 Adopted on December 3, 2009).

As a result of the State of Illinois Environmental Protection Agency's request for additional soil testing, approval is requested of the Board of trustees to extend the existing agreement with Brandenburg Industrial Services Co., to complete the abatement and demolition project for the old Kennedy King College campus. The changes are to extend the previously approved contract's ending date of October 30, 2010 to a revised end-date of June 30, 2012, with the contract amount remaining at \$6,903,600 as previously approved in Board Report 29889 adopted on December 3, 2009.

5.00 Purchase of Plumbing Fixtures and Supplies District Wide

Purchase orders in an amount not to exceed \$120,000 for the purchase of plumbing fixtures and supplies for use by campus engineers for ongoing preventive maintenance and minor repairs to equipment and machinery at the colleges and the District Office to vendors detailed in contract 2008-74.06 with the Metropolitan Pier & Exposition Authority ("MPEA") issued bid April 27, 2009 and awarded for the period from August 15, 2009 through August 14, 2012. Full M/WBE compliance has been met with Ferguson Enterprises, Laural Supply, and Argo Summit.

5.01 JOC Projects Monthly Summary

To approve the listed JOC projects for a total not to exceed \$1,866,087, to be performed by the listed contractors as approved in Board Report 29668 which authorized the utilization of JOC as a construction delivery method to perform renovation services, deferred maintenance and repairs as requested by the colleges and District Office in a timely manner.

7.04 Utility, Postage, and Other monthly Expenditures Summary

Reports routine expenditures throughout the District for utilities and postage purchases through procurement consortiums that our participation has been approved by the Board as well as membership fees.

Project Updates

With efforts to increase opportunities for certified MBE and WBE firms, monthly meetings with Diversity Action Committee are taking place to discuss upcoming contracts and projects to ensure the compliance goals of our various agencies. The committee is comprised of representation from The Capital Development Board, City Colleges of Chicago, Chicago Public Schools, University of Chicago, Chicago Park District, Illinois Tollway Authority, Public Building Commission, Federation of Women Contractors, BCU, HACIA, Chicago United, II Hispanic Chamber, City of Chicago, Cook County, Pace, Metra, WMDC, CMS, CTA, IDOT, and MWRD.

Office of Information Technology
Craig Lynch, Vice Chancellor

For many months we have discussed how critical PeopleSoft is to our efforts to improve services to our students and improve district operations. I am excited to announce that OIT has launched the PeopleSoft upgrade process. The first step in the process is an extensive requirements gathering session called a fit-gap. This is a series of meetings with our business units to understand needs, requirements and customizations necessary. The output from this two month effort will be a very detailed project plan that tells us exactly the path we should take to get our system up to date.