

**Finance Committee Report  
November 2011 Board Meeting  
Thursday, November 3, 2011**

**31240**  
APPROVED – BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
DECEMBER 1, 2011

**TREASURY:**

The operating cash balance as of September 30, 2011 is \$153 million which is more than the \$87 million required by the District’s investment policy.

The Short-Term Operating and OPEB portfolios outperformed their respective benchmarks for the month of September. The Working Cash portfolios underperformed its benchmark for the month of September but has outperformed it benchmark on a year-to-date and since inception basis.

The PFM investment strategy will continue to focus on maintaining the safety of the invested principal and achieving the long term objectives of preserving safe, well diversified and high quality portfolios.

**Account balances are as October 31, 2011:**

PFM Prime Money Market Fund Account - \$6,623,412 with a yield of 0.11%

J.P. Morgan Chase Savings - \$83,533,510 with a yield of 0.21%

Other Treasury Activity:

- Student Refund Positive Pay and Account Reconciliation files have been successfully automated. Positive pay files will be sent to Chase with minimal CCC intervention and the bank will automatically send an account reconciliation file by the 5<sup>th</sup> business day of the following month.
- Treasury and Business Services are in discussions with U.S. Bank to determine if the bank’s AccelPay Card (Student Refund Card) can be used as a means to reimburse students for lost or stolen checks.
- Response to the RFP seeking a vendor to provide Electronic Safes and Armored Car Services is under review by the evaluation committee. The recommended vendor will be submitted to the January 2012 board for approval.

Treasury - Strategic Metrics

<b>Metric</b>	<b>Frequency</b>	<b>FY11 Base</b>	<b>FY12 Target</b>	<b>Results/Status</b>
Investment Policy Compliance	Monthly	100%	100%	100%
Daily cash needs met and excess balances of \$500,000 are invested timely	Daily	within 48 hours or next business day	within 48 hours or next business day	Compliant

Short-term Investment performance within or better than benchmark in a total return (inception to date) basis net of fees	Quarterly	within 98% of benchmark or better; no real loss of principal	within 98% of benchmark or better; no real loss of principal	Compliant
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Reporting will start in January 2012
Bank & Credit Card Service Fees	Monthly	N/A	Contract issues resolved within 45 days	N/A No contract issues as of the November report date
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	Changes to Visa and MasterCard's chargeback policy was communicated to the colleges 10/11/2011.  Status: CCC credit card terminals are compliant

**CONTROLLER'S OFFICE:**

Financial Reporting and General Accounting: The accounting staff has provided a draft comprehensive annual financial report (CAFR), a working trial balance and all balance sheet reconciliations to the auditors. The auditors' "Prepared by Client" data request list is up to date, with no past due items as of October 31<sup>st</sup>. A preliminary set of WYCC financial statements has been submitted to the auditors. The WYCC FY 2011 audit is close to completion. The audit of the Foundation financial statements has been completed. The tax module that Deloitte has devised to help them complete the tax return has been revised and submitted.

Grant Accounting: Grant Accounting submitted \$461,133 in Federal payment requests and \$943,380 in State and Local billings during October. First quarter FY12 expenditure reports submitted during October included: ICCB Early School Leavers program; Youth Connection Charter School for Middle School programs administered at Olive Harvey and Truman College; and ARRA funded programs: Re-Engineering Translation grant administered at KKC, Kenya Bird Research grant administered at Wright College, and Weatherization grant administered at Wright College.

**Status of the FY 2011 State Receivables:**

As of October 31, 2011, \$9.9 million of FY 2011 grants receivables from the State are outstanding.

<b>State Program</b>	<b>October 2011</b>
Additional Grant (Equalization)	\$7,500,000
Adult Education	\$2,144,057
Workforce Development	\$238,294
All Other State Funded Programs	\$85,772
WIA (Work Force Invest. Act)	\$12,482
<b>Total</b>	<b>\$9,980,605</b>

**Status of the FY 2012 State Receivables:**

As of October 31, 2011, \$11.8 million of FY 2012 grants receivables from the State are outstanding.

<b>State Program</b>	<b>October 2011</b>	<b>30 days past due</b>
MAP	\$6,600,000	\$0
Additional Grant (Equalization)	\$3,750,000	\$1,250,000
WIA (Work Force Invest. Act)	\$265,640	\$265,640
<b>Total</b>	<b>\$10,615,640</b>	<b>\$1,515,640</b>

**Strategic Metrics**

<b>Metric</b>	<b>Frequency</b>	<b>FY11 Base</b>	<b>FY12 Target</b>	<b>Results/Status</b>
Accounts Receivables Written Off (Bad Debt Expense)	Annual	4 to 5% of Tuition and Fees	3 to 4% of Tuition and Fees	Accrued at 3.4% of tuition & fees revenue
Compliance with Grant Restrictions	Quarterly	90% to 100% adherence	90% to 100% adherence	First quarter just completed; reports will be reviewed in October
Complete annual audit by deadline	Annual	12/15/2010	11/15/2011	On schedule to complete by mid-November as of 10/26 status meeting with D&T
Complete month-end close timely	Monthly	30 days after month ends	15 days after month ends	September 2011 interims distributed to COO, CFO 10/13; to colleges 10/24
Complete federal single audit (A-133) timely	Annual	2/28/2011	1/31/2012	SEFA, trial balances, financial statements delivered to auditors before 10/31

Timely submission of manual financial journal entries	Monthly	N/A	7 -10 days after month end	Month-end close strictly enforced
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Tracking system under development
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	

## **STUDENT FINANCE:**

**Student Refunds:** We issued refunds in the amount of \$4,915,478 during the month of October 2011. The chart below details the number of electronic and paper check refunds processed during October:

<b>Refund Type</b>	<b>Number of Refunds</b>	<b>%</b>
Paper Checks	5161	46%
Electronic (ACH)	6141	54%
<b>Total</b>	<b>11,302</b>	

**Direct Loan Program:** The William D. Ford Federal Direct Loan initiative is offered at all seven colleges and continues to be supported by City Colleges. The chart below details the Direct Loan disbursements for Fiscal Year 2012, as of October 31, 2011.

<b>Type</b>	<b>Student Count</b>	<b>Amount</b>	<b>Average</b>
Subsidized	2,751	\$ 5,133,994	\$1,866
Unsubsidized	1,375	2,804,009	2,039
Parent PLUS	1	21,450	21,450
<b>Total</b>	<b>4,127</b>	<b>\$7,959,453</b>	

## **Federal and State Program:**

Financial Aid disbursed to students during 2011-2012 academic years, as of October 31, 2011:

<b>Type of Aid</b>	<b>\$ Disbursed</b>	<b>Student Count</b>	<b>Average</b>
Federal Pell Grant	\$52,678,757	25,627	\$2,056
Federal Supplemental Educational Opportunity Grant (SEOG)	478,419	1,212	395
Federal Work-Study	397,692	503	791
Illinois Monetary Award Program (MAP)	6,594,383	12,299	536
<b>Total</b>	<b>\$60,149,251</b>		

Student Receivable at October 31, 2011

Term	30-Sep-11	31-Oct-11	Collected
Spring 2009 and prior	142,064	140,409	1,655
Summer 2009	16,372	13,277	3,095
Fall 2009	62,859	65,214	-2,356
Spring 2010	119,767	117,320	2,447
Summer 2010	184,997	181,833	3,165
Fall 2010	1,361,588	1,350,079	11,508
<b>Sub-total</b>	<b>\$1,887,646</b>	<b>\$1,868,132</b>	<b>\$19,514</b>
Spring 2011	1,731,472	1,709,692	21,780
Summer 2011	1,359,977	1,228,863	131,114
<b>Grant Total</b>	<b>\$4,979,095</b>	<b>\$4,806,687</b>	<b>\$172,408</b>

Completed Activities:

- Completed the Department of Education (DOE) Off-Site Program Review Appeal Process for Kennedy King. We are awaiting DOE's response.
- Completed and posted on website, the Net Price Calculator, per DOE regulations.

Work-in-Progress:

- Continuing to work with OIT and Research Development on the implementation of another new DOE regulation - Gainful Employment.
- Illinois Student Assistance Commission (ISAC) is conducting an on-site program review at Kennedy King for 2010-2011 academic years.
- Working with Student Affairs to develop the contents of the Student Service Website.
- In the process of sending a final billing notice to students with accounts in write-off. We will subsequently submit these accounts to our collection agency for further action.

Financial Aid - Strategic Metrics

Metric	Frequency	FY11 Base	FY12 Target	Results/Status
Financial Aid Verification Completed prior to Fall Open Registration	End of Fall 2011Term	TBD	5% Increase	Reporting of this date will be provided at the end of the Fall term, Dec 2011

Financial Aid Offices (specifically the Directors and Assistant Financial Aid Directors), Office of Finance Staff/Managers and the Internal Audit team should attend conferences conducted by the Dept. of Education, NASFAA, ISAC and other Financial Aid organizations.	End of Term	N/A	Information and knowledge gained from the conferences/webinars shared with the rest of the financial aid staff either thru workshops or written documentation.	Staff were scheduled to attend several webinars: <ul style="list-style-type: none"> <li>• Oct. 5, 2011 – Supporting Unaccompanied Homeless Youth in Accessing Higher Education</li> <li>• Oct. 11, 2011 - Federal Update and FAFSA and Delivery System Update</li> <li>• Oct. 12, 2011 - Verification Documentation Requirements</li> <li>• Oct. 13, 2011 - Gainful Employment</li> <li>• Oct. 18, 2011 – Nsight Demo for DL servicing.</li> </ul>
Percent of Financial Aid Applicants enrolled in Title IV eligible programs	Term at Census Date	70%	75%	Fall 2011 – 72%
Completed financial aid R2T4 (Return to Title IV) calculations within 45 days	Term (After Census Date)	80%	85%	Note: Fall 2011 Census date was September 25, 2011, we can provide the stats 45 days after this date.
Provide financial awareness to staff and students	Annual	N/A	Develop partnership with at least two external agencies (e.g., Ladder UP	Annual: to be reported as of June 30, 2012.
Timely and courteous response to requests for assistance from students	Monthly	N/A	85% resolved within 48 business hours	Reporting to begin January 2012
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Reporting to begin January 2012
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	External Regulations: <ul style="list-style-type: none"> <li>• Gainful Employment</li> <li>• Net Price Calculator</li> <li>• IRS Retrieval for Verification (2012-2013)</li> <li>• Ability to Benefit (ATB) data transmission to DOE's database, (COD).</li> </ul>

**BUSINESS SERVICES:**

**Completed Activities:**

- Business Services presented at the Olive-Harvey College Procure to Pay Work Shop on October 18, 2011.
- Attended (2) vendor automated Procure-to-Pay demos from Sci Quest and EMS Solutions that will assist with facilitating a business case plan to OIT that will support an automated workflow.

**Work-in-Progress:**

- Business Services continues to monitor District transactions to ensure compliance with the Board operational policies and procedures; as well as federal and state regulations. Violations are noted and reprimands issued, as needed.
- Developing processes around invoice centralization and updating procedural payment process to enhance the proficiency of vendor payments.
- Developing training materials for Direct Voucher/Invoice Vendor Payments and AP Voucher Journal processes.
- Implementation of Electronic Pay Card with US Bank which was approved in July. Approximate target date is December 1, 2011.

Year to Year Comparison for October Period (4)	Period (4) Payment Disbursements (# of /Amount in Millions)										
	# of Checks	Amt	% of Total	# of ACH	Amt	% of Total	# of Electronic Pay Card	Amt	% of Total	Grand Total # of Payments	Grand Total Amount
FY2011	2,054	\$11.1	90.97%	110	\$5.7	4.87%	94	\$0.3	4.16%	2,258	\$17.1
FY2012	1,328	\$17.2	84.48%	128	\$7.2	8.14%	116	\$0.4	7.38%	1,572	\$24.8

There was a 35% decrease in printed checks over the prior year due to a reduction in the frequency of payment disbursements from daily to once per week and a 20% increase in electronic payments (ACH and pay card); due to the AP Electronic Vendor Payment Method initiative in progress.

Vouchers/Invoices Processed Period (4) FY Comparison by Month Across (3) Years				
October FY10	October FY11	% Change	October FY12	% Change
2,523	2,394	-5%	2,343	-.2%

The reduction in voucher/invoice processing year to year is due to more strategic sourcing, District-wide combined purchases, and efficiencies gained through combined invoices by vendor for purchases being made for items such as computers, furniture and capital items.

<b>Aging of Number of Invoices Paid FY Comparison by Month Period (4)</b>									
<b>Year to Year Comparison for October Period (4)</b>	<b>&lt;30 Days</b>	<b>% to Total</b>	<b>31-60 Days</b>	<b>% to Total</b>	<b>61-90 Days</b>	<b>% to Total</b>	<b>&gt;91 Days</b>	<b>Grand % to Total</b>	<b>Grand Total</b>
<b>FY2011</b>	1,787	76.43%	399	17.07%	106	4.53%	46	1.97%	2,338
<b>FY2012</b>	1,197	57.60%	654	31.47%	101	4.86%	126	6.06%	2,078

A fiscal year comparison for the month of October noted the percentage of total invoices paid in 60 days or less decreased by 4% from 93% in FY 2011 to 89% in FY 2012. The delay in processing invoices is primarily due to increased strategic sourcing and district wide combined purchases resulting in more complex receiving across the District. In addition, the Mayor's Office has placed a hold on all travel reimbursements which is aging these transactions. Business Services is continuously looking for ways to improve processes and make more efficient use of the system while insuring timely receipt and payment of invoices. In addition, focus has been on more enhanced accountability, proficiency, and management oversight.

Business Services - Strategic Metrics

<b>Metric</b>	<b>Frequency</b>	<b>FY11 Base</b>	<b>FY12 Target</b>	<b>Results/Status</b>
Number of Vendors Paid Electronically	Monthly	2%	20%	2%
Percentage of Invoices paid Timely	Monthly	83%	88%	89%
Decrease invoices aged 60 days or older.	Monthly	Currently 10%	Decrease to 8%	11% decrease
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Reporting will start in January 2012
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	<ol style="list-style-type: none"> <li>1. Presented and trained ED's on the new Travel Policies, guidelines and processes.</li> <li>2. Communicated upcoming DV training to be held in November.</li> <li>3. Presented at the OHC Procure to Pay Workshop.</li> </ol>



**BUDGET OFFICE:**

Work-in-Progress: Manage the position file to only open budgeted/funded positions at colleges and district office. Continue working with Vice Chancellors to better monitor their budget appropriations. Began setting up with district office department's salary expenditure projections. Continue working with Grants/Development to improve the PeopleSoft Grants system/methodology. Work with Strategy and Institutional Intelligence task forces to begin to organize and cost out student/college initiatives. Continue to improve payroll distributions for part-time lecturers. Continued meeting with Strategy and Institutional Intelligence's to develop the strategic plan and zero based budgeting process. Continue to work with Academic Affairs to standardize the college organization charts. Support colleges and district office departments in day-to-day budget transactions and reports.

September 2011 Budget Transfers

There are no transfers needing board authorization for the month of September.

Education and Operation & Maintenance Fund Transfer Summary

No transfer activity

Summary – Rolling 12 months of Budget Transfers Submitted for Board Approval

<b>Month</b>	<b>Transfers</b>	<b>Comments</b>
<b>September 2011</b>	<b>\$0</b>	
<b>August 2011</b>	<b>\$0</b>	
<b>July 2011</b>	<b>\$0</b>	
<b>June 2011</b>	<b>\$906,000</b>	OIT college classroom and lab equipment
<b>May 2011</b>	<b>\$55,149</b>	Level-up program at colleges
<b>April 2011</b>	<b>\$76,262</b>	Graduation cost
<b>March 2011</b>	<b>\$6,688,624</b>	March transfers represent a one-time adjustment process for all colleges and district offices. Included transfers for the task forces, reduction in force and college purchases.
<b>February 2011</b>	<b>\$317,635</b>	Executive search firm costs, city-wide graduation, District Office mail services and college professional development.
<b>January 2011</b>	<b>\$751,979</b>	Salaries for Reinvention Team and miscellaneous student and enterprise fund costs.
<b>December 2010</b>	<b>\$110,612</b>	Additional employee at Truman and lobbying services.

<b>November 2010</b>	<b>\$303,134</b>	Funds used for increase in PPO fees, Student Government, District Office reorganization and a training specialist at Wright.
<b>October 2010</b>	<b>\$80,620</b>	Includes transfers for reorganizing business enterprise funds and the adding of new budgetary controls.
<b>September 2010</b>	<b>\$1,879,612</b>	Includes transfers for marketing campaign, reinvention support, reorganizing the Inspector General, Community Relations, Internal Audit Departments and day-to-day operations.

Capital Budget Summary – October

<b>FY12 Capital Projects Summary by Campus</b>			
	Appropriation	Current Projection	Expenditures
Olive Harvey	8,695,489	8,695,489	170,098
SCLC	844,413	844,413	0
Truman	27,906,472	27,906,472	138,274
Daley	12,257,795	12,257,795	697,675
District Office	24,188,364	24,188,364	1,107,773
Wright	13,763,075	13,763,075	241,069
Malcolm X	4,320,842	4,320,842	350,169
WSLC	87,402	87,402	0
Kennedy King	5,479,899	5,479,899	50,172
Dawson Tech	5,033,497	5,033,497	0
Harold Wash	2,585,269	2,585,269	393,414
District Wide	37,345,699	37,345,699	383,939
<b>Total</b>	<b>142,508,216</b>	<b>142,508,216</b>	<b>3,532,583</b>

<b>FY12 Capital Projects Summary by Category</b>			
	Appropriation	Current Projection	Expenditures
New Facilities	\$10,141,207	\$10,141,207	\$0
Architectural & Structural	\$57,528,800	\$57,528,800	\$1,540,505
Technology	\$19,828,049	\$19,828,049	\$0
Property	\$2,150,151	\$2,150,151	\$107,954
Academic Enhancements	\$22,797,501	\$22,797,501	\$558,514
Soft Costs	\$379,535	\$379,535	\$0
Life Safety	\$8,508,216	\$8,508,216	\$0
Mechanical Electrical Plumbing	\$18,034,503	\$18,034,503	\$690,318
Conveying Systems	\$3,140,254	\$3,140,254	\$635,292
Environment & Compliance	\$0	\$0	\$0
<b>Total</b>	<b>\$142,508,216</b>	<b>\$142,508,216</b>	<b>\$3,532,583</b>

Budget - Strategic Metrics

<b>Metric</b>	<b>Frequenc</b>	<b>FY11 Bas</b>	<b>FY 12 Target</b>	<b>Results/Status</b>
10% reduction in Board Report budget transfers	Quarterly	515	460	0 Transfers for 1 <sup>st</sup> Quarter
Maintain the Operating Fund Balance at 3% of Expenses	Annual	Balanced Budget	Balanced Budget	3% of monthly expenses accrued on Interim Financials
Timely and courteous response to requests from internal/external customers	Monthly	N/A	85% resolved within 48 business hours	Reporting will start in January 2012
Communication and training of changes to policies and regulation changes	Monthly	N/A	30 days from Board approval or knowledge of regulatory change	Compliant

## **Administrative Services & Procurement – Diane Minor, Vice Chancellor**

Board Reports

Agreements

### *1.02 RESOLUTION AUTHORIZING AUTOMOTIVE SERVICES TRAINING AND PRACTICUM INITIATIVE FOR KENNEDY-KING COLLEGE:*

The Office of Administrative and Procurement Services has worked with Academic Affairs and Kennedy-King College to direct mostly Security and facility maintenance non-hybrid and diesel vehicles belonging to the District to the Automotive Program at KKC, providing on the job training under the supervision of the program's faculty. Colleges will be charged back for parts and a 5% fee for environmentally responsible disposal of fluids and by-products. This program will supplement the agreement passed by this Board and City Council for full service and maintenance with the City's Department of Fleet Management.

### *4.00 UPGRADE OF EXISTING FIRE ALARM SYSTEM:*

The Office of Administrative and Procurement services is requesting approval to utilize to Globetrotters Engineering Corporation to prepare plans and specifications to be utilized for estimating and publishing for open public bid the conversion of the fire alarm system at Truman College at a total cost not to exceed \$82,198. The term will be from November, 2011 until the earlier of the date of completion of the construction of the project covered in the drawings or December 31, 2012. Globetrotters Engineers will provide the following services: 1) engineering design, consultation and planning documents to upgrade and retrofit the existing outdated fire alarm system; and 2) preparation of bid documents and construction administration as required for conversion of existing fire alarm system into state of the art fire alarm system to enhance the life safety environment for staff, students and faculty. With Direct M/WBE compliance- MBE: Pace Systems, Inc; WBE: Techserv.

### *4.01 MAINTENANCE, REPAIR AND PURCHASE OF UNINTERRUPTABLE POWER SYSTEMS AND UNINTERRUPTABLE POWER BATTERY SYSTEMS AND SUPPLIES:*

The Office of Administrative and Procurement services is requesting Pace-Systems, Inc. for the service and repair of the Uninterruptable Power Systems (UPS) services that provide support to the uninterrupted power source systems at each campus building including the District office, as needed, as detailed in contract 19835, with the City of Chicago, for the period from May 5, 2009 through April 30, 2012, at a total cost not to exceed \$150,000. Pace Systems Inc. will provide the colleges with repair, replacement and purchase UPS systems including, emergency service and repairs, maintenance, testing and purchase of batteries and supplies to maintain power and data services throughout the District. With Direct M/WBE compliance- MBE: Globetrotter Engineering Corporation; WBE: Spann Tech.

### *4.02 REPAIR, REPLACEMENT AND FABRICATION OF SIGNAGE SYSTEMS:*

The Office of Administrative and Procurement services is requesting approval to utilize AGAE/M-K Joint Venture to provide signage services at each College, including the District Office, as needed, as detailed in contract 24084, with the City of Chicago, for the period from March 1, 2011 through February 29, 2016, at a total cost not to exceed \$350,000 AGAE/M-K Joint Venture will provide the repair, replacement and fabrication of signage, including the fabrication and installation of new wayfinder, room number, emergency interior and exterior signs, and exterior marquee signs to preserve the appearance of campus property while maintaining a campus atmosphere throughout the District. With Direct M/WBE compliance- MBE: L&M Welding; WBE: Acer Enterprises.

#### *4.03 METAL ROOF REPLACEMENT AT LEARNING RESOURCE CENTER BUILDING ARCHITECTURAL & ENGINEERING SERVICES:*

The Office of Administrative and Procurement services is requesting approval to enter into an agreement with Goettsch Partners to prepare plans and specifications to be utilized for estimating and published for open public bid the construction of a new metal roof on the Wright College Learning Resource Center at a total cost not to exceed \$640,000. Pursuant to Board Operations Manual Section 2.01, letters of interest were sent to seven Architectural/Engineering firms listed below who were selected from the Board Approved Pre-Qualified Architects/Engineers List. From the responses submitted, Goettsch Partners was selected as the most qualified to provide the services for this project based on previous work successfully completed including Olive Harvey College Window and Façade restoration and other quality public projects. The new system will enhance the life safety environment for staff, students and general public and reduce the maintenance cost dramatically. The present metal roof system at Wright College is in constant need of repairs and causing major concerns to electrical equipment in the building thus creating a life safety concern when it rains. With Direct M/WBE compliance- MBE: Primera Engineers and Construction Cost Systems; WBE: ArchiTech Consulting, Rada Architects and Drucker Structural.

#### *4.04 CONVERSION OF EXISTING CLASSROOM TO BIOLOGY/CHEMISTRY LABORATORY ARCHITECTURAL & ENGINEERING SERVICES:*

The Office of Administrative and Procurement services is requesting approval to enter into an agreement with DLR Group to provide architectural and engineering services which include preparation of construction plans and specifications to be published for bid to convert two existing classrooms into a Biology/Chemistry Laboratory within Arturo Velasquez Institute for a total cost not to exceed \$101,250. Pursuant to Board Operations Manual Section 2.01, letters of interest were sent to six Architectural firms selected from the CCC Pre-Qualified Architects List. From the responses submitted, DLR Group was selected as the most qualified to provide the services for this project based on previous work successfully completed on other quality public projects. DLR's extensive design experience and proven execution of science based projects will enable them to program and design an effective space to maximize teaching and learning outcomes at Arturo Velasquez Institute. With Direct M/WBE compliance-MBE: Primera Engineers and Construction Cost Systems; WBE: Brook Architecture.

#### *4.05 CONSTRUCTION OF NEW DENTAL HYGIENE CLINIC:*

The Office of Administrative and Procurement services is requesting approval to enter into an agreement with Friedler Construction Company to provide construction services to build a Dental Hygiene Clinic within Kennedy-King College at a total cost not to exceed \$888,800 in accordance with Sealed Bid # DT1116 issued September 16, 2011. Friedler Construction Company will convert classroom Y118 at Kennedy-King College into a Dental Hygiene Clinic, as per drawings. Friedler Construction Company will provide a full range of construction services including, but not limited to, securing and insuring the site; managing the demolition, carpentry, mechanical, electrical, plumbing; as well as purchasing and installing the specified equipment required to implement academic programs in the Dental Hygiene Clinic. With Direct M/WBE compliance-MBE: Penn Services LLC , Qu-Bar and JM Polcurr; WBE: Evergreen Supply.

#### *4.06 LIBRARY SECURITY SYSTEMS DISTRICT WIDE:*

The Office of Administrative and Procurement services is requesting approval to execute an agreement with 3M Library systems to replace and maintain Library Security Systems for City Colleges of Chicago - District Wide for a three (3) year period from November 3, 2011 through November 2, 2014 at a total cost not to exceed \$267,000.00. The execution of this service agreement will replace inoperable and outdated equipment while providing a mechanism of maintenance and further reduce the current theft of books

District Wide. This comprehensive solution will result in a \$22,529.95 discount for the District. Further, 3M is the worldwide sole reseller and authorized service provider for Checkpoint Models, Signature, Strata EX Plus, PX and QX Detection Systems. A waiver of M/WBE participation is recommended.

#### *4.10 ON-SITE MAINTENANCE OF MICROCOMPUTERS, LAPTOPS, PRINTERS, AND RELATED EQUIPMENT (Renewal Option):*

The Office of Information Technology is requesting approval to exercise the option to renew the agreement with Sentinel Technologies, Inc. to provide on-site maintenance of microcomputers, laptops, printers and related equipment for a one (1) year period from January 1, 2012 through December 31, 2012 at a total cost not to exceed \$150,000. Utilizing Sentinel Technologies, Inc. will provide City Colleges of Chicago (CCC) with a stable production environment following the appropriately scheduled on-site maintenance of CCC's Microcomputers, Laptops, Printers, and related equipment. With Direct MBE participation – MBE: Total Maintenance Concepts and Indirect WBE participation- WBE: Corporate Travel.

## **PURCHASES**

### *5.00 JOC PROJECTS:*

The Office of Administrative and Procurement Services is requesting approval of the JOC projects listed for a total not to exceed amount of \$ \$947,302. With Direct M/WBE participation.

### *5.01 XEROGRAPHIC PAPER:*

The Office of Administrative and Procurement Services is requesting approval for the purchase of xerographic paper District Wide from Unisource Worldwide, Inc. as referenced in contract 184871, with the City of Chicago, for the period from October 1, 2008 through September 30, 2011 and renewed from July 20, 2011 through September 30, 2012, at a total cost not to exceed \$400,000. With Direct MBE participation – MBE: Bren Products Company and A waiver requested for WBE participation.

### *5.02 MISCELLANEOUS OFFSET PAPER:*

The Office of Administrative and Procurement Services is requesting approval for purchase of miscellaneous offset paper from the fine paper catalogs District wide from Bren Products Company as referenced in contract 24646, with the City of Chicago, for the period from August 4, 2011 through August 3, 2013 at a total cost not to exceed \$400,000. With Direct M/WBE participation – MBE: Merchandise Distributors; WBE: Logsdon Stationers, Inc.

### *5.03 ARCHITECTURAL AND DESIGN SERVICES:*

The Office of Administrative and Procurement Services is requesting approval to amend Board Report # 31025 adopted on April 15, 2010 in which Holabird & Root provided additional architectural and design services in the expanded identified area for Malcolm X's Community Based Job Training (CBJT) Virtual Lab for a total amount not to exceed \$29,200. An entirely new design is needed for the newly chosen space which is roughly two and half times larger than the original classroom space. The larger space provides more options for multi-functional use as well as capitalizing on an under-utilized area of the building. The new space includes 4 groups/personal study rooms, a large study room for 16-20 students, a new circulation desk/area for the library, and a large digitally sophisticated room that can be divided into two rooms -- including but not limited to video conferencing, web-teaching, SMART technology, and a movable, open floor plan with accompanying furniture. With Direct M/WBE Participation- MBE: Matrix Engineering; WBE: Tilton Kelly Bell.

**5.07 PURCHASE OF 2012 FORD F-350 SUPER DUTY PICK-UP TRUCK:**

The Office of Administrative & Procurement Services in conjunction with Daley College Services is requesting approval to purchase a 2012 Ford F-350 Super Duty Pick-Up Truck from Morrow Brothers Ford, Inc. at a total cost not to exceed \$33,000. This is an authorized vendor in accordance with the procurement procedures of the State of Illinois Central Management System per the State of Illinois Joint Purchase Contract #4015998 for the purchase of super duty trucks. A waiver of M/WBE participation is recommended.

**7.03 Utility and Postage and Other Expenditures**

<b>CAMPUS/DEPT.</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>CATEGORY</b>	<b>DESCRIPTION OF SERVICE</b>
Harold Washington Richard J. Daley Olive Harvey	QWEST Communications	\$721.65	Utilities-Telecommunications	Long Distance Services
District Office Malcolm X Harry S. Truman	AT&T Inc.	\$160,864.32	Utilities-Telecommunications	Local Service and Phone Lines
Kennedy King Olive Harvey	Sprint	\$1,140.31	Utilities-Telecommunications	Network Wireless Card
District Office	United States Postal Service	\$3,670.69	Postage	Postage
District Office	Pitney Bowes	\$510.05	Postage	Postage
District Office Harold Washington Wilbur Wright Richard J. Daley	Office Max, Inc.	\$12,721.25	Purchase of Office Supplies from Educational & Institutional Cooperative Purchasing (E&I)	Various Office Supplies
District Office Kennedy King Harold Washington Harry S. Truman Wilbur Wright Richard J. Daley Malcolm X	Grainger	\$26,037.20	Purchase of Hardware Supplies from Educational & Institutional Cooperative Purchasing (E&I)	Various Maintenance and Engineering Supplies
District Office	ThyssenKrupp Elevator	\$136.52	Purchase of Elevator Maintenance Service from Illinois Community College System Purchasing Consortium (ICCSPC)	Elevator Maintenance – South Shore Cultural Center
Kennedy-King Harry S. Truman Wilbur Wright	Fisher Scientific	\$4,881.31	Purchase of Scientific Supplies from Illinois Public Higher Education Cooperative (IPHEC)	Various Scientific Supplies
District Office- Office of Information	CDW-G	\$58,480.00	Purchase of Computers Products from Illinois College System	Various Computers Products

Technology			Purchasing Consortium (ICCSPC)	
District Office Richard J. Daley Malcolm X Wilbur Wright	Home Depot	\$2,336.86	Purchase of Maintenance Supplies from U.S. Communities Government Purchasing Alliance	Various Maintenance Supplies
Kennedy-King	Jostens	\$22.19	Purchase of Graduation Regalia from Illinois College System Purchasing Consortium (ICCSPC)	Diploma Order for Records Office
Olive Harvey	Krueger International	\$23,410.78	Purchase of Office Furniture from U.S Communities Government Purchasing Alliance	Various Office Furniture
Kennedy-King	Gordon Food Service Inc.	\$1,333.82	Purchase of Foods, Staples, Groceries From Entegra Procurement Services from Illinois College System Purchasing Consortium (ICCSPC)	Various Foods items for Culinary Program
Kennedy-King	Buedel Food Products	\$2,488.67	Purchase of Foods, Staples, Groceries From Entegra Procurement Services from Illinois College System Purchasing Consortium (ICCSPC)	Various Foods items for Culinary Program
Malcolm X	Illinois Community College Trustee Association	\$2,000.00	Membership Dues	Membership for 2011-2012 for ICCTA - President's Council for Dr. Munroe
Richard J. Daley	National Safety Council	\$295.00	Membership Dues	Annual membership renewal for Truck Driver Training Program
Malcolm X	Commission on Accreditation of Allied Health	\$450.00	Accreditation Fees	Surgical Technology Accredited Program Annual Fee
District Office-Academic Affairs	ASCD (formerly Association for Supervision and Curriculum Development)	\$138.00	Membership Dues	Membership dues for AVC, Lizzette Richardson
Malcolm X	American Association of Collegiate Registrars & Admission Officers (AACRAO)	\$812.00	Membership Dues	AACRAO 2011-2012 Renewal
Kennedy King	Illinois Alcohol & Other Drug Abuse Professional	\$800.00	Accreditation Fees	Re- Accreditation Fee



	Certification Association Inc.			
Malcolm X	Higher Learning Commission	\$5,330.00	Membership Dues	FTE, Base and Adjusted Location Dues
District Office-Academic Affairs	Commission on Adult Basic Education	\$150.00	Membership Dues	Renew Membership for the Adult Education Staff : Lizzette Richardson, Marcia Medema, Sharon Bryant, Dr. Akemi Haynie and Joseph Tully
Olive Harvey	Council For Higher Education	\$550.00	Membership Dues	Annual Membership Dues for Olive-Harvey College, Dr. Craig Follins, President
District Office-Finance	Community College Business Officers	\$410.00	Membership Dues	Membership Dues for Ken Gotsch, J. Randall Dempsey, Bruce Gename, Dolores Javier and Raymond Sanders
Malcolm X	American Board of Funeral Services Education	\$3,500.00	Accreditation Fees	Annual Accreditation Fees- Mortuary Science Program
Kennedy King Malcolm X Wilbur Wright	National Junior College Athletic Association	\$5,228.00	Membership Dues	Membership Dues for Basketball and Soccer
Malcolm X Olive Harvey	National Council for Black American Affairs	\$600.00	Membership Dues	Institutional Fee for Malcolm X and Olive-Harvey College, Presidents, Dr. Munroe and Dr. Follins
Olive Harvey	Committee Accreditation Respiratory Care	\$255.00	Accreditation Fees	2011 Annual Fee for Accreditation Services - Respiratory Care Program
Harold Washington	University of Illinois-Urbana Champaign	\$1,250.00	Membership Dues	Membership Dues for Consortium of Academic and Research Libraries in Illinois (CARLI)
Olive Harvey	National Career Pathways Network	\$300.00	Membership Dues	National Career Pathways Network Individual Membership for Kevin Smith, Ingrid Yonata, Glasetta Barksdale and Cornelia Forrester-Slater